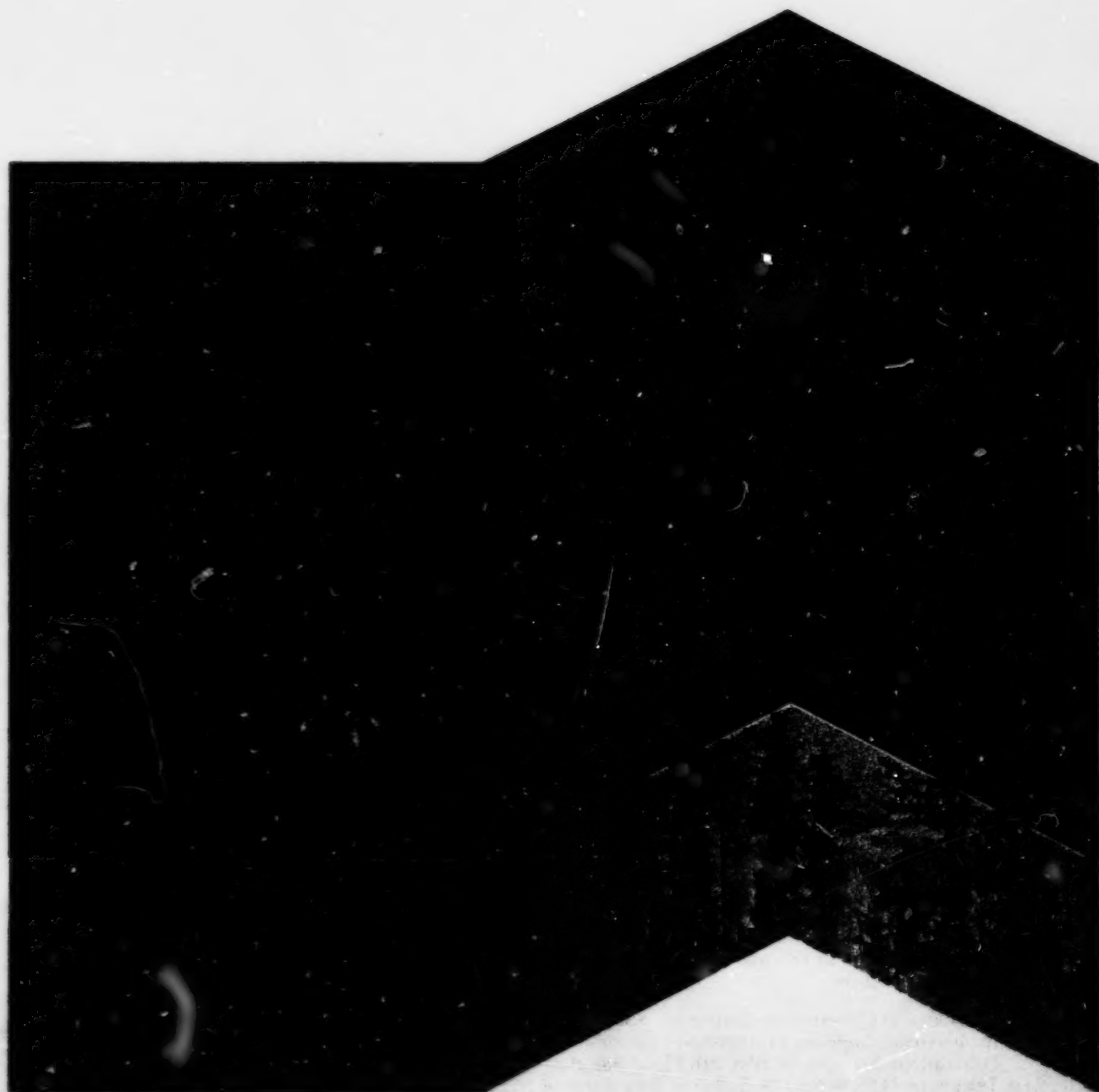




Ministry of
Municipal Affairs
and Housing
Ontario

Annual Report 1983/1984



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THE HONOURABLE
JOHN B. AIRD, O.C., Q.C., L.L.D.
Lieutenant Governor of the Province of Ontario

MAY IT PLEASE YOUR HONOUR:

For the information of Your Honour and the
Legislative Assembly, I have the privilege
of presenting the Annual Reports of the Ministry
of Municipal Affairs and Housing and Ontario Land
Corporation for the fiscal year ending March 31,
1984 and the Annual Report of Ontario Housing
Corporation for the calendar year 1983.

Respectfully submitted

CLAUDE F. BENNETT
Minister



Office of the
Deputy Minister

Bureau du
Sous-ministre

Ministry of
Municipal Affairs
and Housing

Ministère des
Affaires municipales
et du Logement

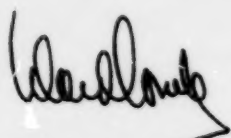
777 Bay Street
Toronto, Ontario
M5G 2E5
416 585 7100

THE HONOURABLE CLAUDE F. BENNETT
MINISTER OF MUNICIPAL AFFAIRS AND HOUSING

SIR:

I have the honour to submit for your approval
the 1983/84 Annual Report of the Ministry of
Municipal Affairs and Housing.

Respectfully submitted,


Ward Cornell
Deputy Minister

COMMUNITY HOUSING

The mandate of the *Community Housing Wing* is to help meet the needs of low-and moderate-income families, senior citizens, and disabled persons through a variety of housing programs. It is also responsible for the development of housing policies and federal-provincial relations with respect to government-assisted housing.

The *Community Housing Wing* is organized into the following areas:

- Corporate Planning Section
- Housing Renovation and Energy Conservation Unit
- Housing Programs Division
- Technical Services Division.

During the year under review, the wing was being reorganized. The purpose was to amalgamate some of the responsibilities of Community Housing with those of Ontario Housing Corporation. A committee consisting of Community Housing and Corporation staff was formed at the end of the year under review to implement the reorganization plan.

Corporate Planning Section

This section develops and co-ordinates managing by results abstracts, analyses and reviews financial planning activities, and prepares corporate and strategic plans for the wing and Ontario Housing Corporation.

Housing Renovation and Energy Conservation (HREC) Unit

The major objective of the HREC Unit is to facilitate effective housing renewal and associated energy-conserving measures. Broadly, the activities of the unit fall into the following categories:

- Establishing liaison between the ministry and major client groups involved in housing renovation and energy conservation.
- Developing resources to aid the rehabilitation activities of municipalities and the private sector.

- Carrying out research into a broad range of renovation and conservation related subjects.
- Assembling, disseminating and updating information on trends and activities in the fields of renovation and energy conservation.

Based on the findings of a major joint study by the ministry and the Association of Municipalities of Ontario, the unit launched two research projects aimed at making better use of our existing housing stock and urban infrastructure.

The 'Add-A-Unit' project is designed to document impediments to housing conversion and demonstrate potential new approaches. Similarly, the 'Conserve-A-Unit' project will demonstrate the potential benefits of conserving smaller, older apartment buildings.

In collaboration with industry and provincial and municipal government representatives, the unit co-ordinated the development of residential renovation guidelines for inclusion in the Ontario Building Code.

The purpose is to provide the flexibility to permit effective renovation measures in older residential buildings while retaining the health and safety standards of the code. A booklet describing the new provisions has been prepared by the unit and widely distributed to municipal and industry contacts.

A comprehensive set of booklets and fact sheets giving homeowners information on energy conservation was completed. Two new booklets were added to the series in 1983 and work began on new material aimed specifically at renovation.

The Home Conservation Centre is a travelling exhibit which the unit staffs throughout the year. The exhibit was featured at 21 shows and exhibitions ranging from the Canadian National Exhibition to local shopping malls. In terms of advice given or literature distributed, contact was made with an estimated 170,000 people.

'Howland House', a demonstration house renovated and opened to the public in collaboration with the City of Toronto, was open year round. As well, 20 workshops and seminars were held at Howland House during the year and 30,000

booklets or fact sheets distributed.

During the year under review, Technical Services Division's Research and Development Section was absorbed into the HREC Unit.

HOUSING PROGRAMS DIVISION.

The Housing Programs Division consists of two sections: the Housing Policy and Program Development Branch, focusing on policy development, and the Housing Field Operations Branch, responsible for program delivery.

Housing Policy and Program Development Branch.

The branch formulates policy options for senior staff and the minister concerning rental and ownership housing, in the public and private sectors.

Appropriate program responses, including operating policies and procedures, are then developed. The users for these are both internal, such as the Ontario Mortgage Corporation and the Housing Field Operations Branch, and external, such as Municipal Non-Profit Housing Corporations.

During the year, the branch developed the Convert-to-Rent Program.

Operating policies and procedures involving the Rural Housing Program, Municipal Non-Profit, Ontario Community Housing Assistance and Rent Supplement Programs were amended and a new development manual for the Municipal Non-Profit Program was completed and distributed.

Housing Field Operations Branch.

Under the Municipal Non-Profit Housing Program, the province committed a total of 1,166 units: 962 for families and 204 for senior citizens. Demand for municipal non-profit projects exceeded the unit allocations by a considerable degree.

A total of \$500,000 was disbursed to four municipal non-

COMMUNITY HOUSING

profit housing corporations under the Federal Community Services Contribution Program, while \$1.2 million in provincial incentive loans and grants were distributed among 35 communities becoming involved in the non-profit housing program for the first time.

Through the Municipal Housing Statement Program, \$309,000 were provided in order to complete 29 municipal housing statements. In addition, direct technical assistance was made available to 74 municipalities during 1983-84.

Agreements were signed for the use of 440 units in 28 municipalities under the Rent Supplement Program during the year. Of these, 26 units were in projects which

received Ontario Rental Construction Loan Program assistance. A total of 352 units was taken under the federal Canada Rental Supply Plan.

During 1983-84 an additional 612 units were committed under the Ontario Community Housing Assistance Program (OCHAP). Under this program, the province provided financial assistance to tenants in 29 non-profit and co-operative projects in 14 municipalities. The total OCHAP assistance for 1983-84 amounted to \$2.1 million.

The ministry's mortgage committee certified a total of 45 loans for 1,210 units. Following is a summary by program:

Program	Units		Amount (\$)
	Families	Seniors	
Municipal Assisted		44	2,283,375
Municipal Non-profit	962	204	65,592,721
	962	248	67,876,096

A total of 185 family units in 78 municipalities and 20 senior citizen units in municipalities with populations less than 2,500 was approved under the federal-provincial Rural Housing Program.

Under the Ontario Rental Construction Grant Program, \$3.6 million were made available to builders. In total 12,571 rental units in 17 municipalities were provided with grants to help bridge the gap between market and economic rents. Another \$6.3 million were provided to non-profit groups through monthly rent reduction grants covering approximately 17,000 units in 190 municipalities. Of this, approximately \$3.7 million went to municipal non-profit projects. In addition, approximately \$3,000 went to assist families under the provincial component of the federal-provincial AHOP/HOME program.

Under the Convert-to-Rent Program, \$77,000 were made available for the conversion of non-residential properties in the production of rental housing units.

Homeowners in unorganized communities received 26 Ontario Home Renewal Program loans totalling \$93,000 during the year. Since the program's inception, more than \$5.3 million in loans have been approved for the 1,228 applicants

from unorganized communities. In addition, municipalities provided 2,488 loans to homeowners for repairs under the Home Renewal Program.

TECHNICAL SERVICES DIVISION.

The Technical Services Division provides professional appraisal, architectural, landscape architectural, and engineering design and construction inspection services for all of the ministry's housing programs.

These services are as follows:

Chief Appraiser's Branch.

The duties of the branch are to carry out the valuation of buildings and land projects submitted for any purpose under all programs by or to the ministry or its associated crown corporations and to certify lending values for NHA insurance of private-lender mortgages. The Chief Appraiser's Branch processed:

- 58 proposals under the Municipal Non-Profit Housing Program, Section 56.1(a), consisting of 1,854 family housing units and 1,542 senior citizen units, with an approximate value of \$154,380,000.

- Two projects for senior citizens' housing under Section 40, Rural Housing, with an approximate value of \$1,840,000.

- 45 Convert-to-Rent projects were appraised and reviewed.

- 40 applications for Rent Supplement Program purposes were reviewed; 48 foreclosure appraisals and lot values for leasing were conducted in 29 locations.

The branch also carried out various appraisal assignments for the ministry's crown corporations, including 93 rent reviews and budget reviews; 32 market rental surveys; six assessment appeals, resulting in a saving on assessment value of approximately \$1,395,680, and nine land appraisals for Ontario Mortgage Corporation.

Chief Architect's Branch.

The Chief Architect's Branch developed and administered all site development, planning, architectural, and landscape design standards and co-ordinated engineering and construction standards for all ministry housing programs. In 1983-84 the branch produced:

- Modified tender call documents for one OHC project — 20 units : value \$ 1.0 M
- Technical reviews for:
 - 1 OHC project — 20 units : value \$ 1.0 M
 - 1 Private Assisted Rental project — 44 units : value \$ 2.2 M
 - 2 Municipal Assisted Rental projects — 168 units : value \$ 8.4 M
 - 23 Municipal Non-Profit projects — 2870 units : value \$ 82.2 M
 - 2 Municipal Non-Profit special projects — 132 units : value \$ 6.6 M
 - 101 Convert-to-Rent projects — 884 units : value \$ 0.76 M
- Field inspections for:
 - 5 OHC projects — 110 units : value \$ 5.5 M
 - 1 Private Assisted Rental project — 44 units : value \$ 2.2 M
 - 2 Provincial Assisted Rental projects — 63 units : value \$ 3.1 M
 - 2 Municipal Assisted Rental projects — 168 units : value \$ 8.4 M
 - 50 Municipal Non-Profit projects — 3064 units : value \$181.8 M
 - 101 Convert-to-Rent projects — 884 units : value \$ 0.76 M
 - 6 OLC Landscape projects
- Revised standards documents for:
OHC Senior Citizen High Rise Standards; OHC Senior Citizen Low Rise Standards; OHC Family Housing Standards; Municipal Non-Profit Senior Citizen Housing Guide; and a Municipal Non-Profit Family Housing Guide

Chief Engineer's Branch.

The Chief Engineer's Branch provides structural, mechanical, electrical, municipal services and geotechnical engineering design consultation services; and construction inspection services for all the ministry's housing programs. In 1983-84 the branch processed:

- Engineering reviews for one Assisted Rental Project of a total value of \$1 million.
- Engineering reviews for 23 Municipal Non-Profit Projects of a total value of \$82.2 million.
- Construction administration and inspection services for two Assisted Rental Projects of a total value of \$1.6 million and two Private Assisted Rental Program Projects of a total value of \$2.8 million.
- Construction inspection services for 50 Municipal Non-Profit Projects of a total value of \$181.8 million.
- Site investigations were made at four site locations.
- Soils investigations were made at three proposed sites.
- Feasibility inspections on 101 proposals were made under the Convert-to-Rent Program.

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Ontario



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and Housing

Ontario
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Corporation

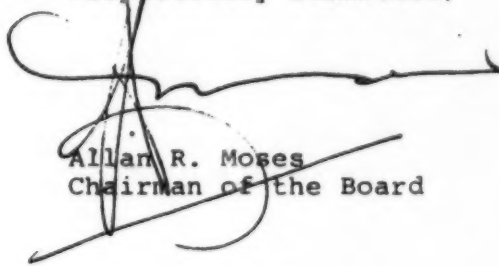
777 Bay Street
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M5G 2E5

THE HONOURABLE CLAUDE F. BENNETT
MINISTER OF MUNICIPAL AFFAIRS AND HOUSING

Sir:

It is my honour, on behalf of the Board of
Directors, to present the Annual Report and
Statement of Accounts of the Ontario Housing
Corporation for the year ending December 31,
1983.

Respectfully submitted,



Allan R. Moses
Chairman of the Board

ONTARIO HOUSING CORPORATION

Board of Directors.

A.R. Moses, chairman
L.F. Pitura, vice-chairman
R.G. Crompton
J.H. Jorden
J.F. Kelleher
J.E. O'Brien
M.A. O'Brien
G.P. Puddicombe
G.R. Stratton
I. Wong
(From April 14, 1983)
J.A. Yaworsky

Report of the Chairman of the Board.

The year under review brought an important and exciting change in the mandate of Ontario Housing Corporation. On December 1, 1983, the corporation's mandate was expanded to include responsibility for all provincial social housing policies and all subsidized housing programs.

This major organizational change will allow the ministry to offer a "one-window" service to all its clients involved in subsidized housing programs.

In future, OHC will be able to provide advice and assistance not only to its 61 local housing authorities, but also to other agencies such as municipal non-profit corporations, private non-profit groups and co-operatives.

I am most enthusiastic about this tremendous new challenge which has been given to Ontario Housing Corporation. I believe the reorganization of OHC will make us more responsive, more efficient and, crucially, more cost-effective in providing the whole range of subsidized housing programs in Ontario.

At this early juncture we are beginning the complicated and sensitive process of shifting staff members and areas of responsi-

bility into a new, reorganized corporate structure.

The reorganization of such a large and complex organization is a major task, and I have no doubt it will take us some months to adapt to the whole new range of programs and activities which have been added to our current responsibilities in the field of subsidized housing.

However, I am confident that our Board of Directors, along with our very talented and dedicated staff, is prepared to meet this challenge, and we will have in place a reorganized and fully-operational corporate structure by the fall of 1984.

The Board of Directors was strengthened during the year with the appointment in April of Mrs. Irene Wong, of Ottawa, as a director of the corporation. Mrs. Wong is a welcome addition to our board and we are fortunate to be able to draw on her considerable talents in solving the difficult issues which face our members.

At the end of 1983, the corporation had 84,404 housing units made up of 48,258 family housing units and 36,146 senior citizen units. The corporation also had 11,411 units under rent supplement program agreements, for a total portfolio of more than 95,000 units.

OHC is also involved in subsidizing rent-geared-to-income units developed under other housing programs. In 1983, the corporation was providing financial assistance for more than 115,000 units, including those in its own portfolio. As such, the corporation was subsidizing about one in every 10 rental households in the province, and one in every seven rental households in most of our major cities.

The corporation continued during 1983 to strengthen the important dialogue between the Board of Directors and the more than 450 citizens who serve on the 61 housing authorities which manage assisted housing across the province.

During the year, housing authority chairmen attended meetings of the Board of Directors on a rotational basis, and a new

series of periodic meetings was held between branch managers and the Housing Authority chairmen in their areas.

Of particular note, the new Advisory Council of Housing Authority Chairmen, which was formed at the beginning of 1983, proved to be a great success.

The Advisory Council met four times during the year to review major social housing policies and to advise the Board of Directors.

I have the highest regard for the 11 local chairmen who gave their time to serve on this valuable council, and I am very pleased that the Advisory Council will continue its efforts in 1984 under the chairmanship of Armando DeLuca, chairman of the Windsor Housing Authority.

Also during 1983, a new series of workshops for housing authority chairmen and members was held throughout the province. At each of the five workshops, the Board of Directors met with local housing authorities for some very constructive discussion and debate of policies and procedures in social housing. The workshop series proved to be a popular format, and we have decided to continue the process with a series of housing authority workshops in 1984.

In closing, I would like to extend my appreciation to my fellow board members for their continued support, and to our staff, whose dedication and enthusiasm is second to none.

I look forward to a challenging and rewarding year in 1984.

Allan R. Moses
Chairman

ONTARIO HOUSING CORPORATION

Ontario Housing Corporation (OHC) provides rent-geared-to-income housing for families and senior citizens with low and moderate incomes, as well as physically-handicapped and mentally-retarded individuals. Local housing authorities are responsible for managing the rental properties through agreements with the corporation.

OHC acquires the use of accommodation in properties not owned by the corporation, through the Rent Supplement Program.

While OHC has not been heavily involved in direct construction since 1978, some outstanding commitments remain. This year, construction began on 21 units. (Statistics used elsewhere in this report may vary due to differences in fiscal years.)

Two tender calls were issued for a total of 20 senior citizen units.

In 1983 there were two projects taken under administration, for a total of 40 units.

The corporation secured rent supplement units during the year to bring the total at year's end to 11,411. These units provide accommodation for rent-geared-to-income tenants in buildings owned by private landlords and help to integrate low-income tenants into the community.

At year's end, the corporation had the following units in its portfolio:

Family	48,258
Senior citizen	36,146
Total	84,404

Tenant placement waiting list as of December 31, 1983:

Family	17,921
Senior citizen	6,081
Total waiting list	
Family and senior citizen	24,002

Housing Operations Branch.

The branch is responsible for ensuring that the province's

portfolio of assisted rental housing is operated efficiently and maintained properly. It does so through the housing authority system which provides a full range of property management services on an agency basis. There are 61 housing authorities serving over 300 communities throughout Ontario.

Six OHC branch offices provide resources and technical assistance to the housing authorities and conduct regular management reviews to ensure compliance with corporation policy and procedures.

The branch offices monitor the expenditure of all funds provided for the operation of the various properties and determine priorities of expenditures across a range of operational requirements. In 1983, the expenditures totalled \$379,166,189, compared with revenues of \$168,329,311.

The numbers and types of units and programs managed are shown elsewhere in this report.

Maintenance Engineering Branch.

The number of tender documents produced for the major rehabilitation and upgrading program increased again this year. As a result of emergency repairs and the capital acceleration program, the branch produced over 700 tender documents, which was 100 more than originally scheduled.

The energy target program got off to a good beginning and all 61 local housing authorities were provided with goals for a total of 787 apartment buildings.

The design work for the 5-year sprinkler upgrading program was completed in most areas during the year.

As well, branch staff, assisted by nine design consultants, had ample lead time for the preparation of work for the 1984 upgrading phase of the fire alarm and emergency systems upgrading program.

The corporation's presentation to the public enquiry into fire safety in high-rise buildings was well-received, and the ensuing

report published in December, 1983, contained several favorable references to the corporation's efforts in fire safety.

Operational Planning Branch.

During the year successful workshops in the areas of community relations and tenant placement were developed and carried out. The level of participation was high and included housing authority members, housing authority staff members and Ontario Housing Corporation staff members.

The 1983 summer recreation program was reported as being one of the most successful in recent years.

Participation by branch personnel in community affairs such as United Way and blood clinics was exemplary during the year.

Considerable activity was experienced in the extension of computerization into the branch during the year with staff training in that area being recognized as a major requirement.

Budget constraints were recognized and dealt with in an appropriate manner. The vacancy rate for housing authority appointments averaged 6.58% during the year.

During the year the ongoing program in relation to the *Field Manual of Administrative Procedures* drew favorable comments from the courts in relation to the quality of direction to field staff especially in the areas of fire and safety regulations.

Reorganization. Ontario Housing Corporation was reorganized on December 1, 1983. The corporation's mandate was expanded to include responsibility for all provincial social housing policies as well as the delivery of all subsidized programs. The corporation is also responsible for developing and evaluating administrative and operational procedures for social housing programs, in addition to continuing to manage its rental housing through its agents, the local housing authorities.

The Housing Operations Branch, the Maintenance Engineering Branch and the Operational Planning Branch have been reorganized into the Assistant General Manager, Field Operations; the Technical Support Branch; the Program Policy and Evaluation Branch.

The reorganization of departments and staff members is scheduled to be completed by September 1, 1984.

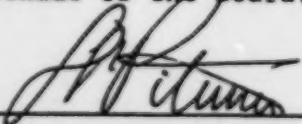
ONTARIO HOUSING CORPORATION
Incorporated without share capital under
the Ontario Housing Corporation Act

Balance Sheet
December 31, 1983

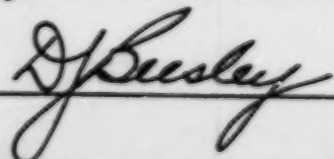
ASSETS	1983 (\$000's)	1982 (\$000's)
Investment in properties (note 2)		
Provincial housing	1,256,935	1,273,965
Federal-Provincial housing	16,351	16,478
Student housing on leased land	63,841	64,214
Land leased	2,308	2,308
Projects under development	1,005	1,784
Land inventory	2,174	4,713
	<u>1,342,614</u>	<u>1,363,462</u>
Mortgages and loans (note 3)	20,009	16,461
Other assets	439	441
Operating funds due from the Treasurer of Ontario (note 4)	65,995	53,731
Accounts receivable	<u>1,096</u>	<u>1,119</u>
	<u>1,430,153</u>	<u>1,435,214</u>
LIABILITIES		
Long-term debt (note 5)		
Canada Mortgage and Housing Corporation	1,174,921	1,191,203
Treasurer of Ontario	170,750	167,776
Other	19,934	19,279
	<u>1,365,605</u>	<u>1,378,258</u>
Accounts payable and accrued liabilities (note 6)	62,573	54,617
Bank indebtedness	<u>1,975</u>	<u>2,339</u>
	<u>1,430,153</u>	<u>1,435,214</u>

See accompanying schedule and notes to financial statements.

On behalf of the Board:



Vice-Chairman



General Manager

ONTARIO HOUSING CORPORATION

Statement of Operations
Year ended December 31, 1983

	1983 (\$000's)	1982 (\$000's)
LOSS ON HOUSING OPERATIONS		
Assisted housing operations		
Rental revenue	<u>171,691</u>	<u>150,081</u>
Expenses		
Property operating expenses	221,953	205,267
Grants in lieu of municipal taxes	65,130	60,384
Amortization (principal repayments and interest)	<u>126,645</u>	<u>113,592</u>
	<u>413,728</u>	<u>379,243</u>
Loss on assisted housing operations (note 7)	242,037	229,162
Loss on rent supplement operations (note 8)	<u>42,834</u>	<u>38,593</u>
	<u>284,871</u>	<u>267,755</u>
Less: Canada Mortgage and Housing Corporation share	<u>145,671</u>	<u>137,700</u>
	<u>139,200</u>	<u>130,055</u>
Provincial contributions to municipal housing projects (note 9)	11,468	10,944
Loss on rural and native housing program (note 10)	<u>2,069</u>	<u>1,232</u>
Loss on housing operations	<u>152,737</u>	<u>142,231</u>
OTHER REVENUE AND EXPENSES		
Interest revenue	(8,120)	(8,932)
Interest expense	6,920	7,988
Administration expenses (Schedule)	<u>739</u>	<u>1,269</u>
Net other (revenue) expenses	<u>(461)</u>	<u>325</u>
NET OPERATING LOSS FOR THE YEAR	<u>152,276</u>	<u>142,556</u>
OPERATING FUNDS PROVIDED BY THE TREASURER OF ONTARIO	<u>152,276</u>	<u>142,556</u>

See accompanying schedule and notes to financial statements.

SCHEDULE

ONTARIO HOUSING CORPORATION

Administration Expenses
Year ended December 31, 1983

	<u>1983</u> (\$000's)	<u>1982</u> (\$000's)
Salaries and benefits	3,164	3,216
General and office expenses	215	258
Administrative support services (note 11)	<u>8,635</u>	<u>9,002</u>
	12,014	12,476
Less: Administration expenses charged to operations	<u>11,275</u>	<u>11,207</u>
	<u>739</u>	<u>1,269</u>

See accompanying notes to financial statements.

ONTARIO HOUSING CORPORATION

Notes to Financial Statements
December 31, 1983

1. SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of accounting

The accompanying financial statements have been prepared in accordance with generally accepted accounting principles with the exception of:

- i) investments in Provincial and Federal-Provincial properties (land and buildings) which are amortized over the terms of the corresponding indebtedness; and
- ii) furniture and equipment purchases which are expensed in the year of acquisition.

(b) Capitalization of costs

Carrying charges for projects under development are capitalized and include interest, administration expenses and grants in lieu of municipal taxes.

(c) Self-Insurance

The Corporation follows the policy of self-insuring its Provincial and Federal-Provincial properties for property damage such as fire, water and vandalism. Costs of such repairs are charged to property operating expenses.

2. INVESTMENT IN PROPERTIES

(a) Provincial housing

This represents land and building costs of wholly-owned properties which are amortized over the terms of the corresponding indebtedness.

	1983 (\$000's)	1982 (\$000's)
Cost	1,317,239	1,316,989
Less: accumulated amortization	<u>60,304</u>	<u>43,024</u>
Net book value	<u>1,256,935</u>	<u>1,273,965</u>

2. INVESTMENT IN PROPERTIES (Cont'd)

(b) Federal-Provincial housing

Federal-Provincial properties are owned and operated on a partnership basis with Canada Mortgage and Housing Corporation. The balance represents the Corporation's share of land and building costs which are amortized over the terms of the corresponding indebtedness.

	1983 (\$000's)	1982 (\$000's)
Cost	19,891	19,748
Less: accumulated amortization	<u>3,540</u>	<u>3,270</u>
Net book value	<u>16,351</u>	<u>16,478</u>

(c) Student housing on leased land

This investment represents building costs to provide student accommodation on land leased from 11 universities and colleges. These costs are being repaid semi-annually to the Corporation by the educational institutions over 50 years. When costs are fully repaid, title to the properties will be transferred to the respective institutions. Rental income and maintenance costs on these properties are absorbed by the institutions.

	1983 (\$000's)	1982 (\$000's)
Cost	67,890	67,890
Less: educational institutions' equity	<u>4,049</u>	<u>3,676</u>
Net book value	<u>63,841</u>	<u>64,214</u>

(d) Land leased

This land, valued at cost, is leased to the City of Toronto Non-Profit Housing Corporation for a period of 15 years expiring in the year 1991 with option to renew thereafter.

(e) Projects under development

This represents the Corporation's share of land and building costs of projects under development pertaining to the Rural and Native Housing program.

The Corporation, under agreement with Canada Mortgage and Housing Corporation (CMHC), provides capital funds for the development and subsequent sale by mortgage of family units in rural areas in the Province of Ontario. CMHC is responsible for administration of this program.

Carrying charges for projects under development were capitalized in the amount of \$0.5 million (1982 - \$0.4 million).

(f) Land inventory

These lands, acquired for development of housing projects and previously valued at cost, are now valued at the lower of cost or estimated market value. A comparison of the estimated market values and book values (cost) has resulted in a write-down of \$2.4 million which is included in property operating expenses in the Statement of Operations.

3. MORTGAGES AND LOANS

	<u>1983</u> (\$000's)	<u>1982</u> (\$000's)
Rural and Native Housing Program	15,047	11,460
Other	<u>4,962</u>	<u>5,001</u>
	<u>20,009</u>	<u>16,461</u>

Mortgages and loans receivable yield interest at varying rates. Total interest income from mortgages and loans receivable amounted to \$2.2 million in 1983 (1982 - \$1.7 million).

4. OPERATING FUNDS DUE FROM THE TREASURER OF ONTARIO

The receivable of \$66.0 million (1982 - \$53.7 million) represents the balance due from the Treasurer of Ontario for the current year's net operating loss less advances received to date.

5. LONG-TERM DEBT

The Corporation borrows funds from Canada Mortgage and Housing Corporation (CMHC), Treasurer of Ontario and the private sector to finance investments in real property. Such borrowings are repaid in accordance with agreement terms over periods normally not in excess of 50 years.

Interest is payable to CMHC and the private sector at various rates based on individual agreements ranging from 4.25% to 15% - weighted average rate of 8.09% (1982 from 4.25% to 15% - weighted average rate of 8.08%); and interest is payable to the Treasurer of Ontario at the weighted average rate of 8.52% (1982 - 8.43%).

Estimated scheduled principal repayments due for long term debt are as follows:

	(\$000's)
1984	8,117
1985	8,824
1986	9,593
1987	10,429
1988	11,338
subsequent to 1988	<u>1,317,304</u>
	<u>1,365,605</u>

6. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

Accounts payable and accrued liabilities consist of:

	<u>1983</u> (\$000's)	<u>1982</u> (\$000's)
Canada Mortgage and Housing Corporation	26,519	27,825
Other	<u>36,054</u>	<u>26,792</u>
	<u>62,573</u>	<u>54,617</u>

7. LOSS ON ASSISTED HOUSING OPERATIONS

Under the assisted housing program, the Corporation provides rent-geared-to-income accommodation principally to families and senior citizens. The loss on this program is shared with Canada Mortgage and Housing Corporation.

8. LOSS ON RENT SUPPLEMENT OPERATIONS

Under the rent supplement programs, the Corporation provides rent-geared-to-income accommodation within the private sector to applicants from its waiting list. The cost of these programs is shared with Canada Mortgage and Housing Corporation.

9. PROVINCIAL CONTRIBUTIONS TO MUNICIPAL HOUSING PROJECTS

The Corporation contributed \$11.5 million (1982 - \$10.9 million) to The Metropolitan Toronto Housing Company Limited towards operating costs for senior citizen apartment units.

10. LOSS ON RURAL AND NATIVE HOUSING PROGRAM

This program, administered by Canada Mortgage and Housing Corporation, provides subsidized home ownership to families in rural areas. Mortgage payments are geared to owners' incomes. The loss represents the Corporation's share of the subsidy provided.

11. ADMINISTRATIVE SUPPORT SERVICES

The Ministry of Municipal Affairs and Housing provides central administrative support services to the Corporation. The charge for such support services was determined on a basis acceptable to the Ministry and the Corporation.

12. COMPARATIVE FIGURES

Comparative figures have been reclassified where necessary to conform with 1983 presentation.



Office of the
Provincial
Auditor

Parliament Buildings
Queen's Park
Toronto, Ontario
M7A 1A2
416/965- 1391

To the Ontario Housing Corporation and
to the Minister of Municipal Affairs and Housing.

I have examined the balance sheet of Ontario Housing Corporation as at December 31, 1983 and the statement of operations for the year then ended. My examination was made in accordance with generally accepted auditing standards, and accordingly included such tests and other procedures as I considered necessary in the circumstances.

In my opinion, these financial statements present fairly the financial position of the Corporation as at December 31, 1983 and the results of its operations for the year then ended in accordance with the basis of accounting described in Note 1 to the financial statements, applied on a basis consistent with that of the preceding year.

In accordance with section 12 of the Ontario Housing Corporation Act, a report on the audit will be made to the Corporation and to the Minister of Municipal Affairs and Housing.

Toronto, Ontario,
May 15, 1984.


D.F. Archer, F.C.A.,
Provincial Auditor.

COMMUNITY PLANNING

The function of the *Community Planning Wing* is to ensure that provincial, municipal and private sector objectives can be achieved through an effective land use planning process.

The wing administers the regulatory planning process as well as grant and loan programs. Staff advice and assistance is provided to municipalities, business organizations and the public on all matters pertaining to the Planning Act and related legislation.

COMMUNITY PLANNING PROGRAMS DIVISION

The Community Planning Programs Division includes the Community Planning Advisory, Community Renewal, and Research & Special Projects branches. These branches are responsible for all planning wing programs of direct financial and advisory assistance to municipalities, and for the research functions of the wing as a whole. The regular liaison with municipalities provides improved input in establishing research topics, and the research capabilities allow for increased program analysis and evaluation.

Community Renewal Branch

The Community Renewal Branch is responsible for promoting, encouraging and facilitating a comprehensive approach to the revitalization and maintenance of existing urban areas and community facilities.

In carrying out this responsibility, the branch assists municipalities and Business Improvement Area Associations (BIAA) in the preparation of community improvement policies (as part of municipal official plans); the interpretation, application and administration of the community improvement legislation

in the Planning Act, and the establishment and ongoing operation of Business Improvement Areas (BIAs) across the province. In addition, the branch administers the Financial Assistance Program called PRIDE (Programs for Renewal, Improvement, and Development). The Ontario PRIDE package encompasses the Ontario Neighbourhood Improvement Program (ONIP), introduced in 1981, and the new Commercial Area Improvement Program (CAIP) announced on August 22, 1983. CAIP replaced both the Ontario Downtown Revitalization Program (ODRP) and the Main Street Revitalization Program (MSRP).

Ontario Neighbourhood Improvement Program (ONIP). Under ONIP, municipalities receive a 50 percent provincial grant for projects to upgrade municipal services, public utilities and social and recreational facilities in stable residential neighbourhoods, occupied by low and moderate income households. The purpose is to arrest decline and ensure a minimum level of services in the neighbourhood.

During the 1983-84 fiscal year, \$12 million was committed to municipalities, bringing the total commitments under the program by the end of 1983/84 to \$35.8 million for 168 projects in 112 municipalities. Provincial payments by the end of fiscal year 1983-84 were \$10.7 million.

Commercial Area Improvement Program (CAIP). The Commercial Area Improvement Program was introduced to address the changing municipal commercial area improvement needs in the 1980's. This program replaces both the Ontario Downtown and Main Street Revitalization Programs.

The purpose of this program is to improve physical, social, cultural and economic facilities within downtowns and other older existing commercial districts in order to arrest decline and/or revitalize these areas.

Under CAIP, municipalities receive a 50 percent provincial contribution in the form of loans and grants. The maximum provincial funding to a project is \$500,000. The grant portion cannot exceed one-

third of the provincial contribution. The rate of interest on the loan portion is 50 percent of the provincial borrowing costs.

During the 1983-84 fiscal year, \$6 million was committed to 22 projects in 22 municipalities. Provincial payments for these projects are to be made over the next three fiscal years.

Business Improvement Areas The Business Improvement Area (BIA) concept began in 1970 when the province enacted what is now Section 217 of the Municipal Act, R.S.O. 1980. This BIA legislation provides local business and retail communities with the opportunity to establish a formal organization to facilitate physical improvements on municipally owned lands, buildings and structures (beyond the normal or routine works of the municipality) and to co-ordinate marketing and promotional activities within the designated areas.

The branch actively promotes the BIA concept in municipalities and supplies information and guidance in the establishment and administration of BIA areas. The existence of a BIA is a prerequisite for municipal involvement in CAIP. There is no direct provincial funding.

At the end of the 1983/84 fiscal year, there were 166 active BIAs in the province with a cumulative annual budget exceeding \$7.5 million.

OTHER PROGRAMS

The branch is also responsible for overseeing projects under now terminated programs which still have outstanding provincial commitments. These are:

Ontario Downtown Revitalization Program. The program was instituted in 1976 and replaced in August 1983 with the announcement of CAIP.

It was a provincial-municipal program under which the province provided financial assistance to municipalities with a population of 125,000 or less to facilitate privately funded downtown redevelopment.

During 1983-84 fiscal year additional commitments in the amount of \$1.5 million were made to the City of Kingston.

COMMUNITY PLANNING

There are two projects still under implementation.

Main Street Revitalization Program. This program was instituted in 1978 and replaced in August 1983 with the announcement of CAIP.

Provincial assistance was available in the form of low-interest loans to active Business Improvement Areas in downtown areas of small communities with a population of 35,000 or less.

During the 1983-84 fiscal year an additional commitment of \$150,000 was made to the Town of Cobourg.

There are eight projects still under implementation.

Urban Renewal, Neighbourhood Improvement and Community Services Contribution (NIP Component) Programs. These Federal/Provincial/Municipal programs have been terminated by the Federal government. In 1983/84 there were 64 projects still in the process of being implemented with an outstanding provincial commitment of approximately \$5.6 million.

Community Planning Advisory Branch

The Community Planning Advisory Branch (CPAB) is a decentralized operation with offices in Ottawa, London, Sudbury, Thunder Bay and Metro Toronto. It is responsible for promoting community planning through the provision of education activities, direct financial and technical assistance and advisory services. The presence of a professional field staff enhances effective communication between the ministry and local municipalities.

Educational Activities. In 1983/84 the branch organized 167 educational seminars and workshops, and participated in 88 sessions which were initiated by other branches or agencies. The majority of this activity was related to the additional seminars and resulting from the new Planning Act. CPAB also organized the 1983 Ontario Planners' Conference which attracted many representatives from both public and private sectors.

Technical Assistance. CPAB offers professional planning assistance to many Ontario municipalities on a no-cost consultant basis. During 1983/84, 29 documents were prepared (relating to official plans and zoning by-laws), and terms of reference were drawn up for 38 studies.

During the year, 753 plans, reports and documents were reviewed by staff. This included comments to the plans administration branches to provide a local perspective on documents submitted for approval.

Financial Assistance. In 1983/84, CPAB administered three grant programs providing funding to municipalities: community planning study grants (CPSG), planning administration grants (PAG), and energy conservation through land use planning (ECTP).

During the year, 211 municipalities and joint planning boards received provincial commitments for \$2,060,000 under the CPSC program. In some cases, first instalments were made during the fiscal year and outstanding amounts will be provided upon completion of the individual planning studies.

It is expected that 220 documents will be produced as a result of these commitments. Of these, 180 will be related to official plans or zoning by-laws while the remainder will be special studies.

During the year, a major review of this program was undertaken to determine how provincial support could best meet changing municipal needs. As a result of this review an additional 58 municipalities became eligible for support, and a wider range of community planning issues can now be addressed.

The branch also awarded grants totalling \$205,000 (under PAG) to facilitate the administration of planning activities in 15 planning areas containing unorganized territory in northern Ontario.

The energy conservation through land use planning program which began in 1981/82 to provide funding to all municipalities to include an energy conservation component in their planning studies was terminated at the end of the 1983/84 fiscal year. Commitments

totalling \$256,000 to 7 municipalities were made during the fiscal year.

Advisory Services. Approximately 27 percent of staff time was devoted to advisory and general consultative services to municipalities, other provincial agencies, developers and the general public. Branch staff represented the ministry on a number of committees and performed a liaison role with other agencies and the general public on matters of ministry concern.

Research and Special Projects Branch.

The branch provides technical advice on community planning to the ministry. The impact of changing economic and social conditions upon communities, and the consequences for development and redevelopment are analyzed and related to existing programs and future program needs. The work of the branch emphasizes practical approaches to opportunities and constraints affecting community planning and development. Publications, based upon this work, provide a practical insight into community planning issues of use to municipalities, other government agencies, consultants and the development industry.

Recent projects include:

- Detailed examination of the techniques for revitalizing older industrial areas within urban centres, following upon a previously published overview of the problem.
- A study of commercial area improvement techniques across the province in order to establish advisory guidelines for carrying out this type of work.
- An analysis of waterfront areas in urban municipalities to determine appropriate techniques for improvement and development of these areas as a local asset, and to prepare an advisory handbook on the subject.
- Preparation of advisory handbooks on the techniques for re-use of public buildings and on the ways in which facade improvement can be accomplished in typical urban core areas.

- A report on the use of computers in planning, expanding on an earlier report by including information on the recent growth in the use of micro computers and associated software.

Local Planning Policy Branch.

The Local Planning Policy Branch is composed of two sections -Policy and Operations. The Policy Section is responsible for initiating and responding to legislative needs related to municipal planning and the co-ordination of statements of provincial policy on planning matters.

The Operations Section is responsible for the development of explanatory guidelines, regulations and other material related to the Planning Act and for conducting educational sessions to assist in greater understanding of the province's interests in planning.

The Planning Act. The comprehensive review of Ontario's planning legislation culminated on August 1, 1983 with the proclamation of the Planning Act, 1983 as law. Experience over the last several months since proclamation indicates that the Act is working well and the transition from the old Act to the new Act is proceeding smoothly.

During 1983-84, many of the branch's efforts were devoted to the monitoring of the implementation of the new Act, and assisting, both externally and internally, with its interpretation and implementation. In December of 1983, a minor amendment was made to the Act to assist in the transition. This revision enables municipalities to choose whether applications commenced before August 1, 1983 for amendments to Official Plans or zoning by-laws proceed under either the former Act or the new Act. In situations where council refuses or fails to act on a request for an amendment received prior to August 1, 1983, the request remains under the old Act.

As part of its educational role and to assist in the implementation of the new Act, the branch has published a number of guidelines explaining various features of the Act.

In 1983-84 these included: *Community Improvement, Working with the New Regulations, Official Plan Policies on Public Notification, Planning Application Fees, Zoning and Other Land Use Controls.*

Copies of these guidelines were sent to every municipality in the province and widely distributed among special interest groups, consultants and other provincial and local agencies. Additional copies may be obtained from the Ontario Government Bookstore.

Other guidelines currently in preparation will assist municipalities in understanding the Act's provisions on site plan control, the official plan and demolition control.

During 1983-84, the branch continued to work with the Ministry of Agriculture and Food on the revisions to the *Foodland Guidelines* in preparation for the release of a policy statement under the new Act on the preservation of agricultural lands. The branch also worked with the Ministry of Natural Resources on the development of the mineral aggregate policy. That policy was extensively circulated for public review and comment late in the year.

Other issues such as floodplain protection and aircraft and freeway noise are under active consideration for the development of policy statements under the Act.

Plans Administration: North and East, Central and Southwest.

The branches perform regulatory and monitoring functions for a variety of planning responsibilities based on a geographical division of the province.

North and East (all regions, counties and districts north and east of Simcoe county and Durham region); **Central and Southwest** (all counties and regions west of Northumberland and Victoria counties and the district municipality of Muskoka).

The branches administer the approval of official plans and amendments, plans of subdivision and condominium. They also implement the delegation of the minister's authority under the Planning Act, which includes subdivision, condominium, local official plans and amendments (in regions) and consent approvals. The

branches monitor various approvals delegated to regional municipalities, as well as severances granted by planning boards. In 1983/84, the function of reviewing draft official plan and zoning documents was transferred from the Community Planning Advisory Branch.

In areas outside regions, zoning by-laws are reviewed by the Plans Administration Branches and comments are made to the Ontario Municipal Board. They also approve amendments to the minister's zoning orders.

Other functions include approving applications for the minister's consent, the validation of land titles, road adjustments, part lot control by-laws and deeming by-laws.

The Plans Administration Branch, Central and Southwest, is also responsible for handling appeals to decisions on Niagara Escarpment development permits, implementing the Parkway Belt West Plan and approving amendments to Parkway Belt regulations.

During 1983/84 the Plans Administration Branch, Central and Southwest, also initiated a review of the Parkway Belt West Plan as required under the Planning and Development Act. Revised policies for this planning area are anticipated to be in place in the spring of 1985.

The preparation of minister's zoning orders for unorganized areas in northern Ontario is administered in the Plans Administration Branch, North and East.

The General Administration Section provides clerical support to the branches. Its responsibilities include administering outstanding loan and grant commitments made under the Ontario Housing Action Program. The Cartography and Drafting Section provides mapping and graphic services to the branches and the *Community Planning Wing*.

COMMUNITY PLANNING

ANNUAL STATISTICS, FISCAL 1983/84

	1983/84	1982/83
Development grants		
New grants	0	0
Total amount paid	0	0
Grants completed or extended	0	0
Total amount paid	0	0
Interest free loans		
Number of loans made	0	0
Total loans approved	0	0
Amount disbursed	0	\$2,809,126
Housing incentive grants		
Amount disbursed	\$150,000	\$17,400
Zoning		
Comprehensive and amending by-laws received	4,412	4,275
Comprehensive and amending by-laws terminated	4,400	4,309
Zoning orders		
Amendment applications received	205	230
Applications terminated	202	247
Minister's consents		
Applications received	937	1,024
Applications terminated	944	1,085
Official plans		
Proposed official plans received	32	35
Proposed official plan amendments received	816	691
Official plans terminated	27	43
Official plan amendments terminated	753	763
Parkway belt		
Received	233	249
Terminated	218	249
Niagara Escarpment Commission		
Appeals received	76	95
Appeals terminated	74	97
Road adjustment by-laws		
Received	363	347
Terminated	355	343
Part-lot control		
Received	32	23
Terminated	31	22
Validation		
Received	78	53
Terminated	78	70
Subdivision and condominium applications		
Received	213	188
Terminated	209	310
Monitoring of Submissions/Decisions of Delegated Regions		
Received	567	N/A
Terminated	553	N/A
Draft Document Review		
Received	240	N/A
Terminated	179	N/A

MUNICIPAL AFFAIRS

Local Government Organization Branch.

In broad terms, this branch has the responsibility for advising senior management and the minister with respect to the authority and responsibility local government should be accorded in terms of its functions, its organizational arrangements and its structure. The branch works toward local government that can be responsive, responsible and more easily understood.

The branch is involved both in current and topical policy formulation and advice and in longer term policy planning and initiatives. The branch also has responsibility for co-ordinating municipal legislation and carrying forward policy as it is to be expressed and introduced as legislation.

The branch is made up of three sections: the Functions Policy Section, the Organization Policy Section and the Legislation Section. The objectives and selected current activities of each section are set out below:

Functions Policy Section.

- Assesses and develops proposals to increase the effectiveness of local government and to increase its capacity to set priorities and deliver services.
- Anticipates future trends that will place new demands for services on municipalities.
- Studies existing and proposed arrangements for service delivery by the municipal sector. This includes the division of responsibility between local government and the province and between levels of local government in a two-tier system.
- Communicates with other ministries regarding existing local government policy and the implications that the proposed programs and policies of those

ministries will have for municipalities. To this end, section members attend meetings of the policy field cabinet committees.

- Examines the relationships between municipalities and other agencies in local government and makes recommendations for change.
- Provides advice on the proposals of other ministries as they affect local government. Staff participate in interministerial and intergovernmental committees on such varied topics as services to the aged, review of the Fire and Police Acts, transportation of dangerous goods, and animal control.

Organization Policy Section.

- Assists in the development of more effective local government structures, including monitoring requests from restructured areas.
- Undertakes research and policy development on the organizational character of local government to improve its accountability, accessibility and responsiveness to local needs and conditions. Recent activities have included work with the AMO/AMCTO/Ministry Committee studying public access to information and municipal meetings, a revised Conflict of Interest Act and policy research on police village functions and local council structure.
- Monitors and assists in the new boundary negotiation process under the Municipal Boundary Negotiations Act.
- Participates in the ministry's efforts to improve the general public's awareness of local government, including school curriculum content.
- Undertakes organizational studies and liaison promoting more effective local government in northern Ontario.

Legislation Section.

- Focal point in the ministry for requests for changes in legislation, the section is informed of the status and content of all legislative proposals and liaises with other branches of the ministry.

- Ensures that the statutes of the ministry are well organized and up-to-date. The section reviews existing statutes and makes recommendations to modernize and improve the legislation (e.g., the Municipal Act).
- Provides advice to senior management and the minister on requests for public and private municipal legislation to ensure that the process for public and private legislation is well co-ordinated and effective.

The branch co-ordinates the local government student research assistance program, which provides grants to assist students with the costs of undertaking theses, dissertations and research papers on topics related to local government in Ontario.

Municipal Finance Branch.

The Municipal Finance Branch is responsible for the development of policy and legislation intended to ensure the long term financial viability of Ontario municipalities with respect to their revenue base; expenditure levels; and cost-sharing among municipalities and taxpayers.

In performing its role, the branch undertakes research (e.g., the simulation of the impact of grants and apportionment policy changes), and prepares policy papers and submissions for consideration by the minister and cabinet. Branch representatives meet frequently with the various "client" groups interested in municipal finance (e.g., elected and appointed municipal officials).

The Municipal Finance Branch also provides liaison with other ministries and agencies on municipal allocations and other provincial initiatives which have municipal finance implications.

The branch is divided into three sections: taxation; grants and other revenues; and financial analysis. The main policy areas for each group involve the following:

Taxation

- Development of property tax policy options.
- Policy development toward the determination of an appropriate basis for distributing metro, regional and county costs among their constituent municipalities.
- Review of payments to municipalities made in lieu of property taxes.
- Evaluation of private legislation and development of general government policy respecting exemptions from property taxation.
- Support for cabinet committee on municipal assessment, taxation and grants.
- Review and enhancement of procedures for collection of local taxes with respect to:
 - interest, penalties and discounts;
 - business taxes;
 - payments to school boards and upper tiers.

Grants and other revenues.

- Annual review of the ministry's unconditional grants program to ensure the efficient and equitable transfer of funds to municipalities. In 1984, the program contributed approximately \$714 million to the municipal sector.
- Development of policy options for the unconditional grants program and participation in consultation process on same with the Association of Municipalities of Ontario.
- Participation with the Ministry of the Solicitor General in the evaluation of municipal police financing.
- Evaluation of other ministries' grant programs and how they affect the finances of municipalities.
- Policy development on municipal debt, lot levies and municipal pension plans.
- Lead role in the study of the consolidation of all municipal finance legislation from the various Acts which presently have finance provisions.
- Lead role in the municipal debt management committee which is made up of representatives from the province, the municipalities and the financial community.

Financial Analysis

- Forecasts of local government expenditures and revenues.
- Analyses of the economic bases of municipalities.
- Policy development for the distribution of special, transitional and loss of revenue grants.
- Analysis of inflation restraint impact on municipal sector.
- Annual publication of *Local Government Finance in Ontario*, a statistical review of local government finances.

Provincial-Municipal Affairs Secretariat

The secretariat performs a liaison function between the province of Ontario and those municipal organizations which collectively represent local government in Ontario.

The secretariat maintains a close working relationship with the Association of Municipalities of Ontario (AMO), its constituent sections and its affiliated staff organizations. AMO represents the majority of Ontario's 838 municipalities. As part of the overall provincial-municipal consultation process regular meetings were held between the Minister of Municipal Affairs and Housing and the executive of AMO. Additional meetings were held between the association and ministers whose responsibilities encompass areas of municipal interest. The arrangement and agendas for these meetings are the responsibility of the secretariat.

In conjunction with AMO, the secretariat is developing training and education initiatives for municipal councillors to follow on the successful series of seminars held for newly elected members of council following the 1982 municipal elections. A comprehensive program for delivery in 1984-85 is being developed in conjunction with Municipal Affairs and Housing's Municipal Action '85 program.

Following the expansion in 1983 of the *Municipal Directory* to include lists of municipal officials covering most major municipal departments, the secretariat produced as a *Supplement to the Municipal Directory* a listing by municipality of all elected

members of municipal councils. This supplement will be expanded in 1984-85 to include elected and appointed members of major boards and commissions at the municipal level.

The secretariat also produces *Background*, a weekly newsletter on topics of current interest in local government, circulates quarterly summaries of municipal resolutions and provincial responses and maintains a liaison function with other provincial ministries of Municipal Affairs and those national and international organizations with a principal focus on local government.

Subsidies Branch.

The Subsidies Branch provides municipalities with appropriate financial and management resources to meet their responsibilities through loan, grant and transfer payments.

The branch also administers programs to encourage the continued use of farm and forest lands through tax rebates to property owners, and the creation of additional jobs through grants to private sector employers.

<u>PROGRAM</u>	<u>TOTAL AMOUNT PAID</u>	<u>TOTAL CLIENTS SERVED</u>
FARM TAX REDUCTION PROGRAM	\$71,980,517	147,739 properties
• Encourages the continued usage of and production on farm lands through rebates of 50% of municipal taxes to eligible property owners.		
MANAGED FOREST TAX REDUCTION PROGRAM	1,385,589	8,277 properties
• Encourages the continued usage and proper management of forest lands through rebates of 50% of municipal taxes to eligible property owners.		
MUNICIPAL PROGRAMS		
These programs provide grants to municipalities to maintain or improve the services provided to their residents and to improve their own administrative capabilities.		
• Municipal Services		
COED- Municipal	17,123,445	657 municipalities
Non-municipal	51,415,750	1,404 employers
Disaster relief assistance	70,044	1 committee
Marina and boating facilities	658,577	40 municipalities
Municipal services in French	264,264	22 municipalities
Special emergency assistance	—	—
Shoreline property assistance	—	—
• Municipal Administration		
Involvement in municipal administration	825,133*	267 municipalities
Municipal energy audits	762,426	374 students
Ontario municipal training program	123,436**	48 municipalities
		21 municipalities
		23 trainees
• Includes \$198,485 paid under Municipal Action '85		
** Includes \$ 84 paid under Municipal Action '85		
YOUNG ONTARIO CAREER PROGRAM	1,015,255	778 employers
		835 positions
• This one-year program was designed to create jobs for young people, 20-29 years. Employers must offer a career-oriented position with appropriate training and experience to be eligible.		

PROGRAM**TOTAL
AMOUNT PAID CLIENTS SERVED****ONTARIO YOUTH
EMPLOYMENT PROGRAM****\$26,875,899****20,321 employers
45,878 jobs**

- Provides a wage subsidy to private sector employers hiring young people into newly created jobs during the summer months.

Encourages the creation of additional jobs through grants under various ad-hoc programs.

**ONTARIO UNCONDITIONAL
GRANTS PROGRAM: SIX
MAJOR GRANTS****677,289,446****838 municipalities**

- This grant program provides financial assistance to municipal governments in order to reduce the impact of property tax increases on local taxpayers and to strengthen the fiscal capacity of resource-poor municipalities.

The program consists of 6 unconditional grants. The general, police and density per capita grants are calculated by applying a provincially determined dollar amount against the 1983 grants population in a municipality. The resource equalization, general support and northern special support grants are based on municipal tax levies. Resource equalization grants also take into account a municipality's property tax base.

**ONTARIO UNCONDITIONAL
GRANTS — OTHER****13,985,344****212 municipalities**

- This program consists of the apportionment guarantee grant which nullifies the impact of cost sharing with a region, county or district due to shifts in tax burdens caused by changes in equalization factors.

In addition, the program financially assists municipalities with extraordinarily high unemployment with their share of project costs under the Canada Ontario Employment Development program. The province also provides special financial assistance to municipalities which face financial burdens which are beyond the control of the municipality.

PROGRAM

TOTAL TOTAL AMOUNT PAID CLIENTS SERVED

PROVINCIAL PARKS PROGRAM

\$ 310,802

95 municipalities

- The province pays a grant to municipalities which have provincial parks, wilderness areas and historical sites within their boundaries. The payment, a grant in lieu of tax based on the area of the park in the municipality in hectares, is made under *The Provincial Parks Municipal Tax Assistance Act*.

PROVINCIAL PROPERTIES PAYMENT-IN-LIEU-OF TAXES

21,985,225

650 municipalities

- Under this program the province pays its share of municipal servicing costs applicable to property it owns in a municipality that is not occupied by a tenant. The grant in lieu of tax is paid to lower tier municipalities. The amount is determined by the assessed value of the property and the municipality's commercial mill rate for general and upper tier municipal purposes. Local improvement and drainage charges may also be paid if applicable.

TENANT OCCUPIED PROVINCIAL PROPERTIES PROGRAM

5,293,524

4,500 tenants

- The province pays municipal taxes on behalf of tenants occupying provincially owned property in a municipality. In addition, the province pays school taxes on behalf of tenants of provincial property located in school areas in unorganized areas of the province.

The payment amount is based on the property's assessment and the municipality's general mill rates for local and upper tier municipal purposes and school purposes and may include special charges on tax bills if applicable. At year end, the province invoices the tenants to recoup the current year taxes paid on their behalf.

MUNICIPAL OPERATIONS DIVISION.

The Municipal Operations Division provides a full range of advisory services to improve local government effectiveness and monitors financial management and reporting requirements for municipalities.

A network of 10 field offices assists the division.

Municipal Boundaries Branch.

The function of the Municipal Boundaries Branch is to administer the Municipal Boundary Negotiations Act, 1981, and to assist municipalities who apply for the procedures under the Act.

The purpose of the Act is to provide a process whereby municipal politicians on all sides of a boundary or boundary-related issue may resolve annexation or amalgamation matters or resolve intermunicipal problems arising in respect of boundary-related issues, by direct intermunicipal negotiations.

Municipal Boundaries Branch provides the resources to carry out fact-finding inquiries on behalf of the minister, to act as facilitators and mediators to assist municipalities in resolving their issues, and to generally see that the provisions of the Act are carried out.

There are seven separate, usually sequential steps in the process. They are:

- Application for initiation of procedures provided for in the Act by a municipality
- Fact-finding by Municipal Boundaries Branch staff, on behalf of the minister
- Negotiations between affected municipalities of the intermunicipal issues, chaired by a chief negotiator from the Municipal Boundaries Branch
- Recommendation for agreement developed and signed by the negotiating committee
- Public consultation to give the public an opportunity to express their views
- Council review and consideration of recommendation for agree-

ment and formal written opinion to the minister

- Implementation by an Order-in-Council of an agreement adopted by the councils involved, upon ministerial recommendation to the Lieutenant Governor-in-Council.

In certain circumstances one or more of the steps may not apply, such as in uncontested applications where there is agreement or near agreement between municipalities prior to an application and no need for formal negotiations are required under the Act.

During 1983/84 the branch received 22 new applications from municipalities. Eleven applications (2 contested and 9 uncontested) were completed under the Act and Orders-in-Council were signed or placed before cabinet for consideration. The others are in one of the several stages of the process.

Research on various subjects is carried out by branch personnel on an "as required" basis as and when identified by a negotiation committee. This includes financial analysis of the impact on the municipalities involved in the negotiations of potential and/or proposed areas to be annexed.

A *Guide to the Municipal Boundary Negotiation Act* was completed. The purpose of the guide is to outline in a simple way how the Municipal Boundary Negotiations Act, 1981, will be administered, and answer some of the more common questions that the legislation has raised.

The result of the branch's program is that boundary and boundary-related disputes are resolved in a politically accountable way; in a process that is non-legalistic; at a minimum cost to municipalities and the province; and in a manner that permits on-going good relationships among municipalities at the conclusion of negotiations.

Municipal Management Policy Branch.

The branch implements provincial policies to assist municipalities in the development of

programs to ensure effective municipal management across Ontario.

The branch aims to achieve the following primary objectives:

- To provide advice, prepare and distribute publications, and set standards and reporting requirements, on existing, new and amended legislation, contemporary municipal concerns and the municipal sector in general for municipal elected and appointed officials, other ministries, municipal associations, government agencies, other governments and the public, in order to increase awareness of trends, issues and provincial policies in municipal government and to ensure compliance with provincial statutes and policies.
- To provide advice and prepare and distribute publications on appropriate and timely management techniques and technology for municipal elected and appointed officials in order to improve municipal management capability.
- To assist municipalities of all types and sizes to increase productivity, improve cost effectiveness and refine staff expertise in order to improve municipal management capability.

The branch comprises three sections: Financial Management Section, Administrative Management Section and Financial Information Section. The Financial Management Section looks after developments in financial management, financial accounting and reporting and auditing. In 1983-84 it issued the following publications:

- Sick Leave Credit Plans under the Municipal Act*
- Managing Capital Spending*
- Municipal Operating Budgets*

The branch received international recognition in 1983: the *Municipal Financial Reporting Handbook* received the 1983 Award for Excellence from the then Municipal Finance Officers Association (now the Government Finance Officers Association).

Phase II of the *Comprehensive Review of Municipal Auditing in Ontario* was completed; the report entitled *Directions for Auditing in the Local Government Environment* is being

reviewed by the ministry.

The Administrative Management Section continued its activities in the development of municipal administration. Bulletins were prepared in 1983 on the *Municipal Conflict of Interest Act*, *Issues in Capital Decision-Making*, together with a preliminary bulletin on *Tax Sale Procedure*. A management advisory publication on the subject of *Joint Services in Municipalities* was produced. Other publications in progress include:

- Tendering Procedures*
- Sample Bylaws*
- A Summary of Legislation Affecting Ontario Municipalities*
- Keeping the Public Informed*

The branch gave general support to municipalities, other government agencies and municipal associations.

The Municipal Information Section continued to maintain and operate the MARS (Municipal Analysis and Retrieval System) database used for provincial policy developments, the payment of approximately \$700 million in unconditional grants, monitoring the financial performance of all Ontario's municipalities, evaluation of individual municipalities and data dissemination to the public, academic and private agencies, including municipalities and their associations.

The MARS operation was extended to provide the BASIS system (Boundary Analysis Simulation and Information System) to analyse the impact of municipal boundary changes. Direct access to MARS was extended to all ten field offices and their use will include the preparation of financial evaluations where special circumstances require them.

The MARS system now provides the *Ontario Municipal Board Financial Summary*. A full documentation of the MARS system was completed and 70 copies of the new *User Guide* were issued. The computerized data request inventory was established. Liaison with other government agencies on information matters was continued and a number of MARS demonstrations were presented. Full information was supplied for the implementation of the 1983 apportionments policies for counties, regions, district boards

and conservation authorities. A new three-day training course for MARS users was developed. Other non-MARS activities by this section included the completion of the *Elected Officials Salary Survey*, the *Computerized Directory of Computers and Applications in Ontario Municipalities*. A bulletin on the *Use of Consultants for Municipalities* is in progress.

The branch has been actively involved in development of the use of micro-computers. A computer literacy training program developed by the branch has been made available to a number of government agencies. Micro-computers are now used to prepare branch operation reports and publications and these facilities are being made available to other government agencies.

Municipal Action '85. This program aimed to assist municipalities in the improvement of their management and operations has continued to be very successful.

Under the training and development element, approximately five hundred training incentive grants were processed during the year. More than twenty bursaries for senior administrators to encourage mid-career management training were approved. The education development fund continued to be used for the development of new educational material and training packages related to the activities of municipal government. Currently, twenty projects are involved, examples being, a program on cash flow management conducted by the Association of Municipal Clerks and Treasurers of Ontario, A supervisory skills course package developed by the Ontario Municipal Management Development Board and a management by objectives in local government project to develop a manual and seminars on this subject.

The second element under the program, the basic accounting and control package (BACPAC) continues to be successful. Currently more than 130 projects have been approved and others are currently under review.

Seventy-nine project applications have been approved under the advanced management systems element of the program. This has covered the whole range of

municipal management operations including financial management information, general management information, comprehensive auditing, general computer systems and a whole range of other projects covering a wide variety of direct municipal operations.

These projects are being monitored, and the experiences of the municipalities involved will be highlighted so as to help other interested municipalities.

Under the General Initiatives Section, the *Consolidated Municipal Reference Directory* is being produced and in 1983-84 the four volume set of legislation incorporating all general legislation affecting Ontario's municipalities was published. This was enthusiastically received by municipalities and others. The development of the *Municipal Functions Guide*, the second part of the directory, is continuing. Work is progressing on the micro-computer project and the first two publications, *Micro-computers in Small Municipalities: A Guide and a Work Book* are in course of publication. The *Catalogue of Computer Applications* and the *Manual for Medium and Large Municipalities* are also in course of preparation. A number of joint services encouraging municipalities to work together in joint ventures have also been completed during the year.

Field Services Branch.

The Field Services Branch operates a network of 10 field services offices in Ontario to provide advice to municipalities. The branch also provides a municipal affairs presence in the field to the general public, other government ministries and government agencies on all aspects of local government.

Field offices are located in Thunder Bay, Sudbury, North Bay, Ottawa, Kingston, Oshawa, Orillia, Cambridge, Guelph and London with a head office staff in Toronto.

Staff members of the field offices have the first line responsibility to assist municipalities in complying with recognized municipal practices and maintaining good management and financial stability.

When necessary, the field office staff provide on-site assistance.

For the 607 municipalities with populations of 5,000 or less, guidance from the branch is particularly emphasized and requested as the complexity of municipal administration increases.

Direct supervision by the ministry of the conduct of the affairs of the boards of seven improvement districts and the Moosonee Development Area Board is carried out by the branch. Three municipalities have requested and are receiving supervision in certain matters (modified supervision).

The branch evaluates applications for special assistance made to the minister by municipalities experiencing losses of revenue. In the past fiscal year the minister approved six grants.

Branch staff organizes seminars and workshops for municipal staff and attends municipal association and zone meetings to provide information and advice.

Financial reports of all municipalities are reviewed by the branch. Weaknesses are identified and reviewed with the municipality.

The branch, through the municipal action '85 program, provides on-site training for inexperienced municipal staff usually through a cost-sharing agreement with the municipal corporation.

Ratepayers in some 100 instances in the past year have requested the minister to intervene in local government matters alleging improper council decisions and/or improper performance by municipal officials. Allegations in six instances were presented to the minister by way of requests for a full scale Commission of Inquiry. In all cases the branch staff inquire into the matters and report to the minister.

[The page contains extremely faint, illegible text, likely bleed-through from the reverse side. The text is organized into three vertical columns. A large, faint letter 'P' is visible in the middle column, and a large, faint letter 'N' is visible in the right column. The text appears to be a formal document or report.]



Ontario
Land
Corporation



777 Bay Street
Toronto, Ontario
M5G 2E5

585-6730

THE HONOURABLE CLAUDE F. BENNETT
MINISTER OF MUNICIPAL AFFAIRS AND HOUSING

SIR:

On behalf of the Directors, I am pleased to
present to you the Annual Report of Ontario
Land Corporation for the year ending March
31, 1984.

Respectfully submitted,

STANLEY G. PAYNE
Chairman of the Board and President

ONTARIO LAND CORPORATION

Board Of Directors.

Herbert W. Hignett, Chairman
(to December 31, 1983)
Stanley G. Payne, Chairman
(from January 1, 1984)
Robert W. Riggs, Vice Chairman and
Chief Executive Officer
Maurice J. Closs
Bryan P. Davies
(resigned January 15, 1984)
James H. Joyce
Joseph A. Marese
(resigned November 15, 1983)
Mrs. Lee Martini
Jean C. Paradis
Charles C. Parsons
John D. Rogers
Lawrence Shankman
A. Jerry Trusler
(resigned May 31, 1983)

The Year in Review.

Administration of the Ontario Renter-Buy (ORB) Program, which was launched in 1982 and provided interest-free loans of up to \$5,000 to eligible first-time home buyers, continued during 1983-84. In this fiscal period \$10.8 million was advanced and by March 31, 1984, the program termination date, 14,586 applicants had qualified for assistance. A total of \$72.8 million in loans has been made, generating 36,500 person-years of employment and freeing up 7,700 units of rental housing. This program was an unqualified success benefiting all parts of the province.

Advances under the Ontario Rental Construction Loan (ORCL) Program continued and \$14.2 million was disbursed by March 31, 1984. A total of 13,931 rental units has been completed. Funds advanced since the program was initiated amounted to \$75.5 million. An additional 673 units were still under construction, and the funds remaining within the program allocation are expected to be fully advanced during 1984-85. It is

anticipated that almost \$78 million will be disbursed and 52,000 person-years of employment generated when all commitments are finalized.

The Ontario Renter-Buy and Ontario Rental Construction Loan Programs are administered by Ontario Mortgage Corporation on behalf of the province and these mortgages do not form part of the Corporation's assets.

Three new provincial programs were announced by the Honourable Claude Bennett, Minister of Municipal Affairs and Housing, in 1983-84 and the Corporation, at year's end, had issued 151 mortgage commitments and advanced \$155,000 under the Convert-to-Rent, Conserve-a-Unit and Add-a-Unit programs. These incentive programs are administered by the Community Housing Wing.

OLC has taken the lead in the sale of surplus provincial land assets through the development and sale of its own lands. During 1983-84 the Corporation launched a major initiative to provide public clients with a complete range of real estate services. This will include negotiating zoning changes, official plan amendments, economic feasibility studies, marketing and sales and mortgage administration. It is expected that this incentive program will generate additional revenue.

During the year, Ontario Land Corporation obtained Cabinet approval for a program to sell lands surplus to its requirements. To date, 121.4 hectares have been sold to other ministries, municipalities and the private sector.

The Corporation's land inventory is 26,691 hectares. Of the 23,748 hectares available under the farm lease program, 96 percent were leased through 1,153 individual agreements. Lease revenues were \$3.6 million. This has enabled the Corporation to keep its land in productive agricultural use as well as generating income.

In the North Pickering land assembly, the number of outstanding final settlements resulting from expropriation was reduced to 35. A formula for settlement of the Ombudsman complaints was agreed upon and at March 31, 1984, 90 claimants (representing \$2.4 million) had settled out of the original 96.

Finance And Mortgages.

The goal of the Corporation is to repay its long-term debt due to the Treasurer of Ontario over a 20 year period and it was successful in meeting its current year objectives during 1983-84. To this end, the Corporation made \$75 million in principal and \$55.3 million in interest payments totalling \$130.3 million. This was slightly higher than the amount paid in 1982-83. During the same period, OLC also repaid \$2.3 million in principal and made \$9.7 million in interest payments to Canada Mortgage and Housing Corporation covering outstanding debentures.

Gross revenues for the year were \$93.8 million. Net earnings amounted to \$8.8 million. Comparable figures for 1982-83 were \$115.5 million and \$16.6 million respectively. Cash produced from operations, including costs realized through sales, amounted to \$29.1 million in 1983-84 compared with \$48 million in the previous year.

The financial results for the 1983-84 fiscal year reflect two key factors in the Corporation's operations. Gross revenue from sales decreased substantially, as the Corporation reduced its inventory of residential properties acquired on default of mortgage loans. This year OLC sold \$4.1 million in acquired properties. As well, interest on mortgages and loans decreased, partly due to reduced yields on renewed mortgages, but also because of a reduction in the size of the portfolio which decreased by \$65.1 million during the year.

The Quick Pay Plan which was initiated in 1982-83 and enables mortgagors to make weekly or bi-weekly rather than the traditional monthly payments continued, as 9,200 mortgagors took advantage of the Plan in 1983-84.

Marketing And Development Activities.

OLC's development and marketing activities generate income for the Corporation as well as property assessment for municipalities and business opportunities for private sector planners, developers, realtors and others. This year land sales were stimulated by

ONTARIO LAND CORPORATION

favorable market interest rates resulting in new sales agreements totalling \$30.4 million compared to \$27.5 million in 1982-83. Closed sales increased slightly at \$29.3 million compared to \$28.3 million last year.

Malvern.

Servicing for over 1,800 units in four registered plans commenced in July and continued throughout the year in response to the high demand for lots.

The next neighbourhood of Malvern was approved by the Ontario Municipal Board in February and various engineering and environmental reports were commissioned to support a draft plan of subdivision for some 1,000 units. This will provide the Corporation with an opportunity to develop a very unique area which is among the last tracts of developable land within Metropolitan Toronto.

Townsend.

Work commenced on the Townsend model home court, spearheading the next marketing phase in the community. These homes were constructed by three separate builders and will be ready for public viewing during the 1984-85 fiscal year.

The Administration Building for the Region of Haldimand-Norfolk was completed and officially opened by the Region in July.

Heritage Green.

The pace of land sales quickened in the City of Stoney Creek, one of the fastest growing municipalities in the Hamilton market area. Planning and engineering consultants were selected to prepare a community plan for the remainder of this assembly.

Seaton.

One of the Corporation's major land holdings moved a step closer to development during the year. In May, the Town of Pickering agreed to proceed with a community plan for Seaton as an amendment to the Town's District Plan. The cost of the planning study will be borne by Ontario Land Corporation.

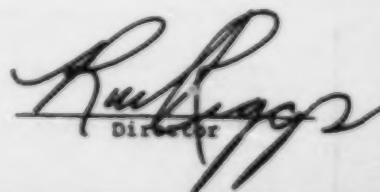
ONTARIO LAND CORPORATION

Balance Sheet
March 31, 1984

	<u>Notes</u>	<u>1984</u> (\$ '000)	<u>1983</u> (\$ '000)
ASSETS			
Real Estate			
Land Inventory	1	475,528	487,694
Land Leased to Homeowners	2	34,841	35,519
Properties	3,8(b) 4	<u>13,347</u> 523,716	<u>11,592</u> 534,805
Mortgages and Loans	5,8(b)	516,001	581,078
Cash	8(b)	5,158	23,289
Marketable Securities	6,8(b)	71,670	40,758
Accounts Receivable		<u>789</u>	<u>953</u>
		<u>1,117,334</u>	<u>1,180,883</u>
Mortgage Guarantee Fund	12	<u>2,162</u>	<u>1,968</u>
LIABILITIES			
Long-term Debt			
Treasurer of Ontario	7	942,846	1,011,747
Canada Mortgage and Housing Corporation	8	105,229	107,557
Other		<u>-</u>	<u>319</u>
		1,048,075	1,119,623
Accounts Payable and Accrued Liabilities		<u>6,578</u>	<u>7,365</u>
		1,054,653	1,126,988
EQUITY			
Retained Earnings		<u>62,681</u>	<u>53,895</u>
		<u>1,117,334</u>	<u>1,180,883</u>
Mortgage Guarantee Fund	12	<u>2,162</u>	<u>1,968</u>

On Behalf of the Board:


Director


Director

ONTARIO LAND CORPORATION

Statement of Earnings
Year Ended March 31, 1984

	<u>Notes</u>	<u>1984</u> <u>(\$'000)</u>	<u>1983</u> <u>(\$'000)</u>
REVENUES			
Real Estate Marketing and Operations			
Sales of Land and Properties		19,570	33,847
Rent from Land Leased to Homeowners		2,930	2,969
Deferred Gains Realized		<u>2,754</u>	<u>1,442</u>
		25,254	38,258
Interest on Mortgages and Loans		56,245	62,877
Interest on Cash and Marketable Securities		10,745	12,970
Other	9	<u>1,555</u>	<u>1,387</u>
		<u>93,799</u>	<u>115,492</u>
EXPENSES			
Cost of Land and Properties Sold		19,907	30,451
Interest	10	64,468	67,488
Other	11	<u>638</u>	<u>981</u>
		<u>85,013</u>	<u>98,920</u>
NET EARNINGS FOR THE YEAR		<u><u>8,786</u></u>	<u><u>16,572</u></u>

Statement of Retained Earnings
Year Ended March 31, 1984

	<u>1984</u> <u>(\$'000)</u>	<u>1983</u> <u>(\$'000)</u>
Retained Earnings, Beginning of Year	53,895	37,323
Net Earnings for the Year	<u>8,786</u>	<u>16,572</u>
Retained Earnings, End of Year	<u><u>62,681</u></u>	<u><u>53,895</u></u>

ONTARIO LAND CORPORATION

Statement of Changes in Financial Position
Year Ended March 31, 1984

	<u>1984</u> <u>(\$'000)</u>	<u>1983</u> <u>(\$'000)</u>
SOURCE OF CASH		
Net Earnings for the Year	8,786	16,572
Depreciation and other Non-Cash Items	<u>369</u>	<u>925</u>
Cash provided from Operations	9,155	17,497
Real Estate Costs Realized Through Sales	19,907	30,451
Net Reduction of Mortgages & Loans	63,240	19,764
Advances from the Treasurer of Ontario	<u>6,068</u>	<u>11,291</u>
	<u>98,370</u>	<u>79,003</u>
USE OF CASH		
Repayment of Long-Term Debt	77,616	69,764
Development of Real Estate	7,350	17,041
Other Changes - Net	<u>623</u>	<u>260</u>
	<u>85,589</u>	<u>87,065</u>
INCREASE (DECREASE) IN CASH AND MARKETABLE SECURITIES	<u>12,781</u>	<u>(8,062)</u>

ONTARIO LAND CORPORATION

Summary of Significant Accounting Policies March 31, 1984

Ontario Land Corporation (OLC) was incorporated in 1975 as a Crown Corporation without share capital under the Ontario Land Corporation Act. The Corporation manages 26,700 hectares of land acquired for land banking and development purposes, and 26,300 mortgages and 6,000 land leases issued under various housing programs. OLC is a partner with Canada Mortgage and Housing Corporation (CMHC) in certain land and mortgage programs, and earns administration fees for managing CMHC's interest in these programs. The Corporation is also a partner with various municipalities in certain mortgage programs.

The financial statements are prepared on the historical cost basis. The statements include the Corporation's proportionate share of the individual assets, liabilities, revenues and expenses of partnerships. No amounts are included in respect of salaries, benefits, or administrative expenses, as these are absorbed by the Ministry of Municipal Affairs and Housing.

Real Estate

Land inventory is recorded at cost, which includes acquisition cost, planning and development costs where applicable, and capitalized carrying costs. Revenue from rental of undeveloped land is applied to reduce the carrying costs.

Land leased to homeowners is recorded as above, except that capitalization of carrying costs ceased on the date the land was leased to the homeowner. Revenues received from these leases are recorded as earnings.

Properties consist of (i) commercial rental properties and (ii) residential properties acquired upon default of mortgage loans. The commercial rental properties are carried at cost less accumulated depreciation. The acquired residential properties are carried at the unpaid loan balance together with operating costs net of rent received, less an allowance for losses.

Depreciation of the commercial properties is recorded using the sinking fund method over a 40-year life for the properties. The sinking fund method provides a depreciation charge which increases at a rate compounded at 4% per annum, which is sufficient to fully depreciate the buildings over their anticipated useful lives. Depreciation is not charged on the acquired residential properties.

Mortgages and Loans

Mortgages and loans are carried at the amount due including interest and property taxes paid on behalf of the mortgagor, less an allowance for mortgage losses.

Marketable Securities

Marketable securities are carried at cost plus accrued interest.

Capitalized Carrying Costs

The cost of land inventory includes carrying charges such as maintenance, grants-in-lieu of taxes and interest.

Interest on partnership lands is capitalized at rates set by CMHC, the Corporation's partner in the ventures.

Interest on wholly-owned lands is not capitalized. Prior to the current year, interest was capitalized on the development costs incurred with respect to these lands.

Income Recognition

Income from the sale of land and property is recognized when title passes to the purchaser.

In previous years the Corporation sold individual lots and took back non-interest bearing deferred mortgages as part of the sales proceeds. A portion of the gain on each sale, equal to the amount of such mortgage, was deferred. The deferred gains are taken into income at the time when mortgage repayment commences.

ONTARIO LAND CORPORATION

Notes to Financial Statements
March 31, 1984

1. Land Inventory

Land is classified as follows:

	1984		1983
	--(Corporation's Proportionate Share)--		
	Hectares	\$'000	\$'000
Land under development	139	19,281	31,393
Land held for development or sale	25,645	456,247	456,301
	<u>25,784</u>	<u>475,528</u>	<u>487,694</u>

2. Land Leased to Homeowners

Land leased to homeowners represents the Corporation's interest in 5,988 lots (1983 - 6,119) on which homes have been built. A lessee may, at his option, purchase and acquire title to the land.

3. Properties

Properties consist of the following:

	1984		1983
	Cost	Accumulated Depreciation	Net
	-----(\$'000)-----		
Commercial rental properties			
- 2 properties (1983 - Nil)	3,809	69	3,740
Residential acquired properties			
- 309 units (1983 - 351)	9,607	-	9,607
	<u>13,416</u>	<u>69</u>	<u>11,592</u>

4. Real Estate

Real estate transactions during the year were:

	Land Inventory	Land Leased to Homeowners	Properties	Total
	-----(\$'000)-----			
Balance, March 31, 1983	487,694	35,519	11,592	534,805
Acquisitions	1,657	-	2,237	3,894
Development costs	4,126	-	208	4,334
Capitalized interest	514	-	-	514
Grants-in-lieu of taxes	2,080	-	-	2,080
Net operating costs	(2,459)	-	646	(1,813)
Recoveries	(191)	-	-	(191)
Transfers	(2,901)	-	2,901	-
Cost of sales	<u>(14,992)</u>	<u>(678)</u>	<u>(4,237)</u>	<u>(19,907)</u>
Balance, March 31, 1984	<u>475,528</u>	<u>34,841</u>	<u>13,347</u>	<u>523,716</u>

5. Mortgages and Loans

Details of mortgages and loans receivable are as follows:

	1984 (\$'000)	1983 (\$'000)
Residential mortgages and agreements for sale		
Insured under the National Housing Act	55,221	68,913
Uninsured (net of 1.5% allowance)	438,731	489,426
Total residential (average interest rate 10.47%; 1983 - 10.04%)	493,952	558,339
Non-interest bearing deferred mortgages	25,592	28,395
Builders mortgages	10,864	13,097
Municipalities and other	10,779	9,191
Ontario Development Corporation	406	451
	<u>541,593</u>	<u>609,473</u>
Less: Deferred gains arising from non-interest bearing deferred mortgages	<u>25,592</u>	<u>28,395</u>
	<u>516,001</u>	<u>581,078</u>

6. Marketable Securities

The market value of the securities is \$69,544,000 (1983 - \$39,183,000).

7. Long-term Debt - Treasurer of Ontario

The assets of the Corporation are financed mainly by loans from the Treasurer of Ontario. These loans are repayable as funds are realized from these assets. Details of the amounts due are:

	1984 (\$'000)	1983 (\$'000)
Interest bearing - Average rate 9.23% (1983 - 9.21%)	545,317	613,062
Non-interest bearing	392,893	393,961
Non-interest bearing to March 31, 1985	<u>4,636</u>	<u>4,724</u>
	<u>942,846</u>	<u>1,011,747</u>

8. Long-term Debt - CMHC

(a) Debt due to CMHC is repayable under two debentures due December 31, 2001 as follows:

	Balance	
	1984 (\$'000)	1983 (\$'000)
National Housing Act Section 40 - 7.10%	35,144	36,087
National Housing Act Section 42 - 9.84%	70,085	71,470
	<u>105,229</u>	<u>107,557</u>

Principal repayments of the above are due as follows:

	(\$'000)
Year Ending March 31, 1985	2,536
1986	2,763
1987	3,011
1988	3,281
1989	3,576
Subsequent to 1989	<u>90,062</u>
	<u>105,229</u>

(b) As part of the repayment plan for the CMHC debentures, a debt retirement fund was established in December 1981. The elements of the fund are included under the appropriate classifications in the Balance Sheet. Details of the fund are:

	1984 (\$'000)	1983 (\$'000)
Cash and marketable securities	49,954	32,667
Residential mortgages	43,214	60,203
Residential properties acquired	<u>589</u>	<u>-</u>
	<u>93,757</u>	<u>92,870</u>

9. Other Revenues

Other revenues are categorized as follows:

	1984 (\$'000)	1983 (\$'000)
Administration and sundry fees	1,483	1,387
Rent from commercial properties	<u>72</u>	<u>-</u>
	<u>1,555</u>	<u>1,387</u>

10. Interest

Interest incurred during the year was:

	<u>1984</u> <u>(\$'000)</u>	<u>1983</u> <u>(\$'000)</u>
Treasurer of Ontario	55,302	61,128
CMHC	9,664	9,904
Other	16	41
Total Interest Incurred	<u>64,982</u>	<u>71,073</u>
Capitalized to land inventory	<u>(514)</u>	<u>(3,585)</u>
Net Interest Expense	<u>64,468</u>	<u>67,488</u>

In previous years, interest was capitalized on the development costs incurred with respect to wholly-owned lands. Such capitalization ceased effective April 1, 1983. Had the policy been continued, an additional amount of \$2,857,000 of interest would have been capitalized in 1984.

11. Other Expenses

Other expenses are categorized as follows:

	<u>1984</u> <u>(\$'000)</u>	<u>1983</u> <u>(\$'000)</u>
Provision for losses on mortgages	300	925
Operating expenses of commercial properties	221	-
Depreciation of commercial properties	69	-
Miscellaneous	<u>48</u>	<u>56</u>
	<u>638</u>	<u>981</u>

12. Mortgage Guarantee Fund

The Corporation maintains a Mortgage Guarantee Fund which was established to satisfy any liability arising out of guarantees given for specific mortgages provided by private sector lenders. The outstanding balance of the mortgages so guaranteed is \$14,897,000 (1983 - \$20,670,000).

The Corporation's maximum liability is the amount of the Fund. The Province of Ontario is responsible for any claims in excess of this amount.

12. Mortgage Guarantee Fund (Cont'd)

Details of the Fund are:

	1984 (\$'000)	1983 (\$'000)
(i) Fund Continuity from Inception		
Fee revenue from borrowers	828	828
Interest income	<u>1,329</u>	<u>1,135</u>
	2,157	1,963
Net gain on guarantee operations	<u>5</u>	<u>5</u>
	<u>2,162</u>	<u>1,968</u>
(ii) Fund Assets		
Cash	107	255
Marketable securities (market value \$1,135,000; 1983 - \$593,000)	1,384	807
Mortgages receivable	663	847
Due from Ontario Land Corporation	<u>8</u>	<u>59</u>
	<u>2,162</u>	<u>1,968</u>

13. Contingent Liabilities

Certain persons, whose land was expropriated by the Corporation, may apply to the Ontario Municipal Board for reassessment of the compensation paid upon expropriation. Additional compensation that may be awarded is to be determined by arbitration and negotiation, and is estimated at a maximum of \$2.0 million. During the year the Corporation paid settlements of \$1.9 million. This amount has been treated as a land acquisition cost, as will any future payments under this category.

The Corporation and others are defendants in three lawsuits claiming that they were negligent in allowing the building and sale of houses on a site contaminated by radioactive waste. Damages claimed are approximately \$16,000,000. The Corporation is denying all liability in these actions on the grounds that it had no knowledge of the contamination. The Corporation's lawyers have advised that it is unlikely that any liability will attach to the Corporation. Accordingly, no provision for this item has been made in the financial statements.

14. Comparative Figures

Comparative figures have been reclassified to conform with the March 31, 1984 presentation.

15. Administered Programs

In its capacity as an agent of the Province, the Corporation administers certain housing incentive programs. These consist of the advancing of funds and the taking back of non-interest bearing mortgages subject to specific conditions.

Advances under these programs are recorded by the Province as transfer payments and memorandum accounts receivable in the Public Accounts. The Corporation does not include these amounts in its balance sheet, and all recoveries are deposited into the Consolidated Revenue Fund of the Province.

Advances under these programs as at March 31 were:

	<u>1984</u> <u>(\$'000)</u>	<u>1983</u> <u>(\$'000)</u>
Ontario Renter-Buy (ORB)	72,817	61,988
Ontario Rental Construction Loan (ORCL)	75,536	61,338
Other	<u>155</u>	<u>-</u>
	<u>148,508</u>	<u>123,326</u>



Ontario



Office of the
Provincial
Auditor

Parliament Buildings
Queen's Park
Toronto, Ontario
M7A 1A2
416/965-1381

To the Ontario Land Corporation and to the Minister of Municipal Affairs and Housing:

I have examined the balance sheet of the Ontario Land Corporation as at March 31, 1984 and the statements of earnings, retained earnings and changes in financial position for the year then ended. My examination was made in accordance with generally accepted auditing standards, and accordingly included such tests and other procedures as I considered necessary in the circumstances.

In my opinion, these financial statements present fairly the financial position of the Corporation as at March 31, 1984 and the results of its operations and the changes in its financial position for the year then ended in accordance with the policies described in the Summary of Significant Accounting Policies. Further, in my opinion, such policies, except for the change in the method of capitalization of interest on development costs as described in note 10, have been applied on a basis consistent with that of the preceding year.

In accordance with section 29 of the Ontario Land Corporation Act, a report on the audit will be made to the Corporation and to the Minister.

D.F. Archer, F.C.A.
Provincial Auditor

Toronto, Ontario
August 3, 1984

CORPORATE RESOURCES MANAGEMENT

Corporate Resources Management provides central administrative, financial and human resources services to the ministry. It is also responsible for the Ontario Buildings Branch.

Corporate Resources Management includes:

- Corporate planning and evaluation
- Financial services
- Human resources
- Management services
- Operations review and audit
- Ontario Buildings Branch
- Legal services
- Office of the corporate secretary

Corporate Planning and Evaluation.

- manages resource allocation process
- assists in establishment of program priorities
- plans, co-ordinates and processes cabinet and cabinet committee submissions and ensures effective ongoing communications with central agencies
- develops and implements integrated management processes
- conducts surveys, collects and disseminates statistical information
- co-ordinates the ministry's strategic planning and managing-by-results processes
- provides corporate policy advice
- ensures effective co-ordination and development of responses to pertinent issues
- undertakes special management consulting studies for senior management.

Resource allocation and cabinet liaison. This section manages the ministry's financial resource allocation and estimates processes, and ensures effective liaison and communication with cabinet and cabinet committees. This involves developing resource allocation strategies based on ministry policy and program priorities, co-ordinating the annual estimates process and

responding to in-year decisions requiring adjustment of budget allocations.

This section also co-ordinates the planning, scheduling and processing of ministry submissions to cabinet and cabinet committees. It provides advice and assistance to senior management regarding submission content, distributes policy submissions initiated by other ministries for review and comment, and communicates cabinet decisions and directives to affected program managers.

Management planning and statistical analysis. This section ensures that a comprehensive management planning and evaluation process is in place so that financial and human resources can be allocated and utilized in the most efficient and effective manner. Specifically, it co-ordinates the strategic planning process, advises and assists program managers in the design and development of management control processes and prepares all the information related to managing-by-results for the ministry's annual estimates submission. This year it initiated the implementation of an integrated approach to streamline management processes.

The section also provides statistical and survey expertise and assembles information on program performance and other relevant statistics for senior management. In addition, it is the contact point between the ministry and the management standards project at management board.

During the year, a survey was conducted to determine shelter cost changes, incomes and affordability ratios of Renter/Buy Program applicants.

Corporate Policy. This group deals with policy issues that either affect several areas of the ministry or are not the specific responsibility of other branches.

In the past year, projects included human settlements policy, demographic analysis, and reports on housing market outlook.

The section also acts on a consulting basis in response to requests from other areas of the ministry. Two such examples in the year under review were the

evaluation of federal proposals regarding mortgages, and an analysis of open plan offices.

Other activities include briefing the minister and deputy minister for cabinet committee, and co-ordinating the Housing Energy Management Program (HEMP).

Financial Services.

- co-ordinates and controls financial management for the ministry, its two crown corporations and 60 local housing authorities
- ensures adequate systems and policies for budgeting, accounting and financial reporting
- in controllership role
 - provides financial policy direction to the ministry
 - establishes procedures for management of crown agency and ministry cash flows and banking arrangements
 - provides specific advice to program managers

Cash flow arrangements between Ontario Housing Corporation (OHC) and Canada Mortgage & Housing Corporation (CMHC) were finalized during the year, moving federal reimbursements on cost-shared programs from a quarterly to a monthly basis. The result of this change was the return of \$10 million of provincial capital to the Treasurer of Ontario in May, 1984. This capital was previously required to finance federal contributions to assisted housing programs for pending reimbursement claims. Daily reimbursement procedures between the two corporations are still considered possible, but have not yet been agreed to by the federal corporation. Cash flow improvements will continue to be pursued.

Budgetary calendarizations for OHC programs were decentralized to the housing authorities and branch offices during the year. This action improved the precision of cash flow forecasts and enhanced senior corporate management decision-making processes.

The branch developed a unique and comprehensive budgetary reporting package, utilizing micro computer graphics. The package provides senior management with timely decision-making capabilities. This process was used during the 1983/84 fiscal period and will be

used during 1984/85 on an on-going basis. So far, the package procedure has been demonstrated to staff from six other provincial ministries. In conjunction with this process, considerable progress has been made in training staff in the utilization of micro computers. Additional application research is also in progress.

A reorganization of Financial Services Branch was completed prior to the end of the 1983/84 fiscal period. Substantial benefits will be derived through greater opportunities for staff development, increasing delegation and enhancing accountability. A reduction in staff strength of five full time positions was also achieved as a result of the reorganization.

Human resources development continued as a high priority during the year through numerous job enrichments, secondments, job rotations and special staff training courses.

Human Resources.

Personnel services. This section assisted management in day-to-day recruitment, job evaluation, classification and employee relations. This included working on the personnel aspects of a major ministry reorganization with minimum disruption to programs and staff. The section has also been successful in assisting staff declared surplus to find alternate employment.

Manpower planning and staff development. This section has taken on a number of new initiatives in addition to existing management development programs. Staff have worked closely with many ministry branches and the Metro Toronto Housing Authority (MTHA) to develop specific training programs.

The section has developed, with the Personnel Services Section, the Human Resources Management Skills Program. This program encourages managers to acquire skills and knowledge in selection and interviewing, managing employees with work performance problems, handling grievances, applying the job analysis and classification process and understanding working conditions in the Ontario public service.

It is also managing a pilot project which provides ministry civil servants with career development opportunities. Through the Career Development Options Program, the ministry may assist employees' occupational development as well as generate internal mobility.

This section has initiated a human resource planning study to determine ministry human resource requirements for meeting future organizational goals.

A committee with a representative from each wing was also established to review and improve the effectiveness of the performance management process. This committee revised the 'goal setting and review' activity, and adjusted the form to ensure that employees are now more actively involved in the process and can identify how their job and goals fit in with the goals of the organization.

Staff Relations. Negotiations were initiated with the Canadian Union of Public Employees (CUPE) and the Ontario Public Service Employees Union (OPSEU) for renewal of three separate collective agreements which expired December 31, 1983.

Current negotiations have been protracted as a result of the union's non-compliance and non-acceptance of the five per cent limit on total compensation, as provided for in the Public Sector Prices and Compensation Review Act.

Negotiations in Metropolitan Toronto Housing Authority have been temporarily suspended, pending the result of a representation vote for the decertification of CUPE Local 767.

Grievance activity throughout the housing authorities continued to increase, with the result that more cases were scheduled for direct arbitration.

Of the grievances scheduled for arbitration, almost 75 per cent were resolved within the mediation process.

A revised underwriting method was introduced for group insurance policies covering benefits for employees in the housing authorities. This has resulted in a more favorable financial position for the employer.

Payroll and records. This section produced bi-weekly paycheques for ministry staff. In addition to maintaining pay and benefits data on all employees, it produced a variety of management information reports.

The section continued to administer the payroll system used by the 60 local housing authorities and provided staff with payroll instructions and training.

Management Services.

- provides administrative services to the ministry and its crown corporations in computer and information systems support
- procures goods and services
- provides accommodation and office services and maintains the ministry's central library.

As part of Metro Plan, the ministry and head offices of its crown corporations were relocated to 777 Bay Street. This move was planned and completed in just over six months and resulted in a 15 per cent overall reduction of office space. The consolidation of all head office staff in the one location for the first time will be both cost effective and operationally efficient.

The procurement of goods and services and the timely payment of vendors' invoices were maintained, as was the acquisition of office accommodation and related services for the housing authorities. The library continued to provide reference services to the public and staff.

Office automation studies conducted in several housing authorities have resulted in the introduction of more office technology as a means of improving customer service and increasing productivity. The word processing centre continued to support a growing number of program delivery areas.

Records management and manuals services staff continued their support of the ministry's administrative and operating functions. A partial decontrol of forms services was introduced; operating branches have now assumed responsibility for the design and procurement of local-use forms.

Systems Services. A long-term information systems strategy was developed for the ministry. Data relating to the general business functions of the ministry have been identified and senior management will determine priorities for developing the data bases to support the business functions.

An Information Resources Management project has been initiated to implement the strategy and the data bases.

The expected results of the project are to create data that are of higher quality and are more accessible to users.

The Information Centre service has continued to expand and support ministry staff who are doing their own data processing. Micro computer support has been added and an initiative to establish Satellite Information Centres in client areas has begun. The Satellite Information Centres will receive training and support from the parent information centre, but will operate as independently as possible to support client data processing in the area in question.

Two major data base management systems were implemented using state-of-the-art technology, one for Community Planning and one for Ontario Housing Corporation.

Operations Review and Audit Branch.

- provides independent, systematic appraisal of all operations and systems of the ministry and its crown corporations, involving activity throughout the province;
- evaluates the adequacy of financial controls and compliance with corporate policies, legislation and regulations (corporate and agency audit functions);
- evaluates the economy, efficiency and effectiveness of management controls, and operational effectiveness of program delivery (operations review functions).

Ontario Buildings Branch.

The Buildings Branch regulates the construction of new

buildings, demolitions and substantial alterations to existing buildings. The regulations are developed by the Buildings Branch and enforced at the municipal level.

In carrying out this regulatory responsibility, the branch:

- provides professional and technical advice to municipal enforcement agencies and all parts of the building industry in Ontario regarding:
 - (a) The Building Code Act and the regulations made under the Act (The Building Code)
 - (b) certain parts of the Water Resources Act and plumbing regulations made under the Act;
- reviews building and plumbing regulations to keep them current with technological advances;
- consults regularly with researchers, constructors, manufacturers, regulators and other client groups;
- prepares a newsletter containing opinions, views and information about the code and related matters;
- advises on code compliance in territory without municipal organization and inspects construction on a selective basis;
- provides secretarial services and professional advice to the Building Code and Building Materials Evaluation Commissions.

During 1983/84 the branch was reorganized, given an expanded mandate and a new name, "The Ontario Buildings Branch".

Additional branch responsibilities include:

- developing policy advice and guidelines for future building regulations and local enforcement procedures;
- co-ordinating efforts to streamline and consolidate building requirements;
- co-ordinating educational and advisory programs of the government relating to building, renovation and maintenance;

During 1983/84, the branch supported some 1,850 code enforcement staff in municipalities across the province. It also supported the building industry which generated some 120,000 building permits in 1983 and a

construction value of \$5.35 billion. Other activities included the preparation of detailed commentaries on the proposed 1985 National Building Code, development of a revised Ontario Plumbing Code and the completion and issuance of a revised Ontario Building Code.

Twenty seminars were held in 15 locations throughout Ontario to inform the building industry about the provisions of the new building code. Some 6,000 architects, engineers, property owners, municipal staff and elected officials participated.

The branch was involved with technical courses for municipal staff and worked closely with the Municipal Inspectors Training and Education Council (MITEC) and the Ontario Building Officials Association (OBOA). It also completed a survey of building-related courses currently available in Ontario.

The branch also worked on an amendment to the OBC Act, which includes a new section, Part XI, in the building code, to allow for the removal of barriers and increased flexibility when renovating existing properties for residential use.

As in past years, the branch continued to work on a number of special projects — fire safety in high-rise structures, building accessibility for the handicapped, hazardous building products, air quality, wood-burning appliances and energy conservation.

The Building Code Commission, with 14 members, conducts hearings and makes decisions on disputes between a building permit applicant or holder and a building official as to the intent of the technical requirements of the code and/or the sufficiency of compliance with those requirements.

In the past year, 96 applications for hearings were made. Of these, 76 were resolved informally and 18 formal hearings were held.

The Building Materials Evaluation Commission, with 18 members, conducts research into the use of innovative building materials, techniques or building designs which are not covered in the Ontario Building Code.

The commission may authorize the use of such materials and

designs in respect of any specified building.

In the past year, seven new applications were received and completed. Amendments to five previous authorizations were processed.

Legal Services.

- provides legal services to the ministry and its crown corporations in such areas as municipal affairs, community planning, land development, conveyancing and mortgages, corporate and commercial law, landlord and tenant matters, and contracts.

This branch includes lawyers and support staff seconded from the Ministry of the Attorney General.

Office of the Corporate Secretary.

- provides staff and administrative support to ministry committees and the boards of directors of Ontario Housing Corporation and Ontario Land Corporation
- is involved in the public tendering process.

This office is responsible for arrangements for the functions associated with board and committee meetings. This includes agenda preparation and recording of minutes. It is also responsible for the safekeeping of negotiable securities and other related documents and their return upon authorization.

This office also retains custody of the corporate seals.

The Affirmative Action Program corporate and long-term goal is to achieve equal opportunity for women crown employees. The objective is 30 per cent minimum representation in all modules and categories by the year 2000. Program staff assist in achieving this objective by identifying career paths and potentially qualified female candidates for competitions and by encouraging management to provide training opportunities.

As of March 1984, the 588 female employees represented 53.5% of the ministry.

Female percentage distribution increased in a number of modules and categories during fiscal year 83/84. The professional module increased by 1% to 22% female representation; clerical services by .5% to 80%; scientific and professional services by 4.5% to 40.2% and technical services by 3% to 31.6%. Female representation in the administrative module decreased by 1.3% to 31.9% and by 1% in the office services category to 95.4%. Representation in all other modules and categories did not change from the previous year.

During 1983/84 the ministry met its 30% objective in 5 classifications, primarily in the middle management range: Financial Administration (AM-20) — 33.3%; Resource Planning and Management (PM-18) — 50%; Community Development Officer 3 — 100%; Community Planner 3 — 37.9%; Data Processing Technician 3 — 100%. The Resource Planning and Management (PM-19) classification gained 11.9% female representation during the year, but still remains underrepresented at 28.6%.

In August 1983, an *Affirmative Action Accelerated Career Development Planning and Reporting Guide* was developed and distributed to managers and employees. A total of 86 accelerated career development initiatives were provided for 14.6% of ministry women. Female employees were selected for 30 on-the-job training positions, 13 job rotations, and 43 secondments.

Through the incentive fund one employee received training in data entry operations and another in data processing techniques. This will qualify these women for employment in system services. In March 1984, for the first time in the ministry, a woman was hired at the Systems Officer 4 level.

AFFIRMATIVE ACTION PROGRAM

Ten hire/promotion targets were established for the year and a total of 12 were achieved. Five targets were set for the Community Planner 3 classification and 11 female candidates were hired, surpassing the original target by more than double.

Ninety-two Women's Advisory Committee members representing the ministry and larger housing authorities attended two general meetings in Toronto last year. Committee members liaise with the program office and women in the workplace. In addition, two central meetings and several networking sessions were organized and presented for ministry staff by the central core committee, a volunteer group of committee representatives.

The Publications Committee, also a volunteer group, published four newsletters during the year. Brown Bag noon-hour sessions were arranged by the Subsidies Branch Affirmative Action Committee and committee representatives in the Sudbury, London-Middlesex and Peel Housing Authorities for their respective offices.

Program staff co-ordinated and facilitated 10 regional delivery workshops across the province for interministerial women crown employees. Twenty-two visits were made by staff to ministry regional offices including three half-day seminars.

Policies and procedures on personal harassment were finalized and approved for Ontario Housing Corporation (OHC) and forwarded by the General Manager to all OHC and housing authority staff.

Affirmative action staff provided 37 career-related and personal counselling sessions for ministry female staff. In addition, 120 outreach contacts were made to advise eligible female staff of job opportunities within the Ontario Public Service.

Program staff give ongoing support to ministry and regional management and staff to promote the goal of equal opportunity and to ensure that the needs of the client group are realized.

During the past year, ministry staff continued to expand and improve services in French.

In November 1983, The Regional Municipalities Act 1983 received its first reading. When approved, it will be possible for regional municipalities to conduct their proceedings and pass bylaws and resolutions in both English and French.

French-language seminars were conducted by the Municipal Affairs Wing and the Community Planning Advisory Branch in Vanier and L'Original for French-speaking municipal councillors and staff. The ministry produced a 20-minute French-language slide presentation on The Municipal Conflict of Interest Act and an audio-visual presentation on municipal finance.

The number of municipalities participating in the ministry's program of financial aid for municipal French-language services rose to 25.

FRENCH LANGUAGE SERVICES

New ministry employees received copies of a statement on government French-language policy and were informed of ministry policy during orientation meetings.

All ministry offices in the areas designated for bilingual services and having French-language capacity are now listed in French in the

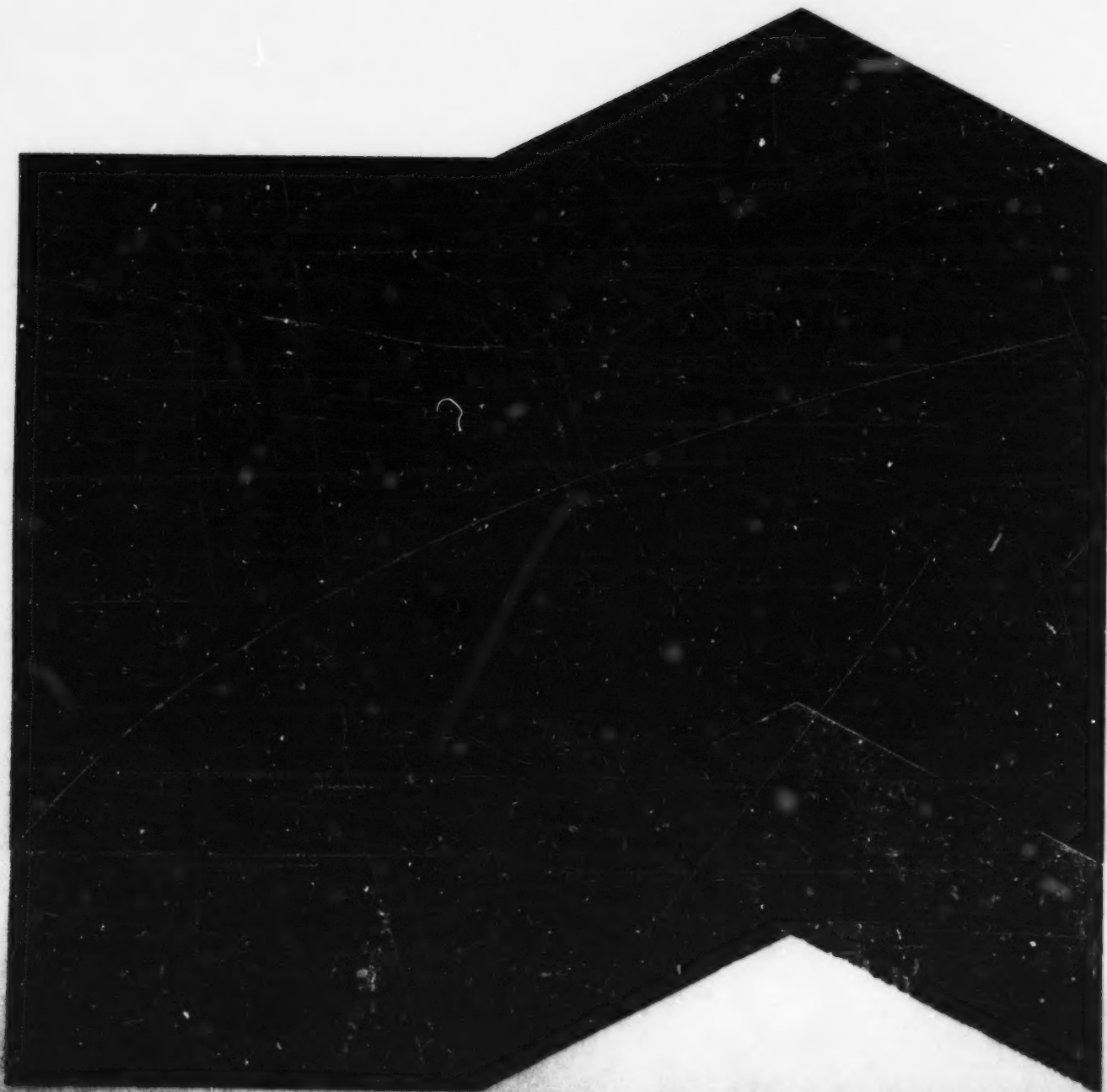
government pages of appropriate telephone directories.

As well, local housing authorities in the designated areas were provided with tent cards to help them inform their clients of the availability of services in both languages.

Advertisements and news releases intended for Ontario's designated areas are in French. Information kits, brochures, background material, and legislation, are available in French as well as English.



Ministry of
Municipal Affairs
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